



Sherborne House

Enquiring Minds, Extraordinary Stories.

Upper School Tutor

Purpose

To ensure the effective teaching of all pupils, helping them to develop both inside and outside the classroom. Support the policies and aims of the School and ensure the good social, emotional and physical development of every child. To be a positive role model in terms of the Schools core values.

Key Accountabilities

TEACHING

- Planning, preparing and delivering lessons.
- Teaching the pupils assigned to you; setting and marking work to be carried out by the pupils in School or elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.

OTHER ACTIVITIES

- Promoting the general progress/ wellbeing of any individual group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Making records and reports on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and cooperating with persons or bodies outside the School.
- Participating in meetings arranged for any of the purposes described above.
- Accompanying pupils on trips away from the School.
- Maintaining and monitoring display work in appropriate areas of the School.

ASSESSMENTS AND REPORTS

- Providing/contributing oral and/or written assessments, reports and references relating to individual/ groups of pupils.

EDUCATIONAL METHODS

- Advising and co-operating with the Deputy Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.
- Being aware of developments in IT and how they may be integrated into your subject.

STAFF MEETINGS

- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with Teachers and staff from other Schools within the Group.

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ALL SCHOOL STAFF ARE EXPECTED TO:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Act as a Form Tutor.
- Support and contribute to the school's responsibility for safeguarding pupils.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the school's performance management review process.
- Adhere to policies as set out in the Staff Handbook and the Belle Vue Employee Handbook
- Undertake other reasonable duties related to the job purpose required from time to time

Safeguarding Responsibilities

To comply with safeguarding policies, procedures and code of conduct
To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	A well-qualified graduate with QTS or the equivalent gained through experience.	Evidence of recent, relevant continued professional development.
Skills	Excellent interpersonal skills High level of classroom teaching skills High level of primary teaching skills Teamwork: the ability to work collaboratively with others Communication skills: the ability to make points clearly and understand the views of others; excellent written and spoken English Excellent ICT skills	
Experience	Experience of working with primary-aged children Experience of organising or participating in extra-curricular activities. Experience of teaching core subjects and/or sport in Years 3-6	Experience of leading a core subject and/or sport in Years 3-6

Other	Ability to enthuse and inspire young people Personal integrity, honesty, energy, stamina, enthusiasm, resilience, creativity Commitment to personal development and life-long learning. Willingness to give generously of their time to support school events/activities Commitment to teaching excellence	
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