

## **JOB DESCRIPTION: CLASS TEACHER/FORM TEACHER**



**Post:** Class Teacher (Year 5 to 8) and Form Teacher to Year 6

**Responsible to:** Senior Leadership Team

### **Duties:**

#### **Staff & Curriculum**

1. Work as a team with fellow subject teachers, meeting formally at least once every half term.
2. Update fellow teachers of any new teaching styles/findings you have found.
3. Ensure that you work effectively, smoothly and in tandem with fellow teachers.
4. Be involved in decision making and policy development across the school in consultation with whole staff, where appropriate.
5. Feedback to whole staff of any course information or professional development enabled by the school.
6. Produce comprehensive weekly plans for Maths & English (Maths and English teachers only) and unit plans for all other subjects.
7. Write detailed medium term plans using school schemes of work and subject policies.
8. Teach all required subjects to a class.
9. Maintain a well organised and pupil friendly classroom (if applicable).
10. Ensure the classroom is a lively and interactive learning environment (if applicable).
11. Attend such staff meetings before and after school, as the Headmaster might consider necessary for the efficient running of the school.

#### **Pupil progress**

1. Manage pupil progress socially, physically (if applicable) and academically (if applicable) whilst tracking the progress of individual pupils.
2. Hold teacher-parent meetings when required.
3. Write end of term reports.
4. Organise class presentations during assembly time (if applicable).
5. Give motivational and constructive feedback to pupils.
6. Arrange and promote trips and speakers for pupils.
7. Manage pupil homework (if applicable), following Abercorn School's Homework Policy.
8. Maintain pupil profile records for classes.
9. Apply Abercorn School's Marking, Recording and Assessment Policy.
10. Complete pupil references for future schools.
11. Once a term, with other relevant teachers, undertake the monitoring and sampling of pupils' work (academic subjects).

**Pastoral Care**

1. Get to know all pupils as well as possible.
2. Monitor attendance and punctuality of pupils.
3. Keep reports of pupil behaviour and completing pupil notes following any incident.
4. Make contact with form teachers to discuss pupil behaviour, and complete an appropriate record of communication.
5. Liaise with SENCO and outside agencies, if required.
6. Maintain each child's pastoral care and concern record (form teacher).
7. Take steps to prevent bullying and support victims of bullying as per Abercorn School's Anti-bullying Policy.
8. Promote and safeguard the welfare of pupils.
9. Maintain a constant awareness of all issues relating to child protection and report any concerns to Abercorn School's Designated Safeguarding Lead.
10. Promote "Every Child Matters".

**Other duties and responsibilities**

1. Complete registers promptly twice a day (form teacher/staff member on duty).
2. Manage the class budget and follow up any class orders (form teacher).
3. Maintain a good working relationship with parents.
4. Be available to meet with parents at any reasonable time.
5. Respond promptly to all correspondence including emails.
6. Undertake duties at break and lunch time.
7. Provide a reasonable amount of cover as required.
8. Attend school functions as are deemed part of the annual cycle of the school year.
9. Support and guide classroom assistants if applicable.