



FORM TEACHER JOB DESCRIPTION

The General Professional Duties of all teaching staff include:

1. Teaching

- (a) Promoting the progress of all pupils, differentiating for ability as required.
- (b) Planning and preparing lessons and schemes of work in accordance with departmental and school policy and as directed by the Head of Year and Heads of Department.
- (c) Teaching pupils and sets as assigned in the timetable, arriving punctually and maintaining good order and discipline among pupils, and registering pupils in accordance with School policies.
- (d) Setting and marking work as required; recording and assessing progress; producing subject reports and references; setting and marking internal assessments or examinations; setting and marking relevant homework.
- (e) Preparing all pupils appropriately for their age and stage of development, including preparation for external assessment at the relevant age ranges.
- (f) Providing extra support after lessons if deemed appropriate by the Head of Year/Deputy Head.
- (g) Attending parent evenings, communicating with parents, and participating in staff meetings as required to discuss progress, for example with the Head of Head of Year/SENCO.
- (h) Carrying out break/lunchtime detention if deemed appropriate by the Head of Year/SLT.
- (i) Maintaining a tidy, engaging and attractive learning environment in classrooms.

- (j) Playing a full role in year-group, departmental life and academic life, for example sharing resources, contributing to displays, taking part in trips and outings including residential trips, leading assemblies where requested.

2. Other responsibilities

- (a) Promoting the welfare of children at all times.
- (b) Fostering a sense of togetherness and inclusion among the class as the form teacher and primary point of contact.
- (c) Attending year team and general staff briefings and meetings to discuss curriculum, pastoral and other matters.
- (d) Maintaining the school database with up to date records of the children's social and academic progress and achievements, pastoral concerns and notes of meetings held with parents.
- (e) Leaving prepared cover work in case of absence and taking part in cover duties.
- (f) Contributing to the organisation of whole school events where relevant e.g. Sports Day, Swimming Gala, Carol Service, productions.
- (g) Attending school assemblies.
- (h) Sharing in duties on a rota basis as requested.
- (i) Playing a full role in the wider life of the School and carrying out specific extra-curricular responsibilities as agreed.
- (j) Upholding the staff Code of Conduct and showing commitment to safeguarding, child protection and the well-being of pupils.
- (k) Actively upholding the behaviour and sanctions policies of the School, reporting concerns to form tutor or other pastoral or academic leaders as appropriate.
- (l) Encouraging high standards of behaviour throughout the school.

3. Professional development

- (a) Periodically reviewing schemes of work and teaching methods with the Head of Year and taking part in classroom observations.
- (b) Attending courses and INSET to develop professional skills as agreed.
- (c) Attending appraisals on a regular basis.