

FALKNER HOUSE

Job Description – Form Teacher (Reception to Year 6)

The form teacher will: -

- have high educational expectations for the pupils in his/her class
- be responsible for the overall wellbeing of the pupils in his/her class
- will be responsible for the registration of the pupils in their form
- comply and help others to comply with EYFS requirements (Reception only)
- plan with reference to the EYFS goals (Reception only)
- report to the Headteacher as regards the general progress and welfare of the pupils
- be responsible for assessments of pupils in the class and the writing of records / reports
- attend regular staff meetings and individual staff consultations as necessary
- be required to liaise with parents / carers as appropriate regarding the pupils' welfare or academic life and progress
- coordinate displays of pupils' work
- be responsible for the good order of the classroom and classroom resources
- undertake playground and lunchtime duties as necessary
- co-ordinate class outings as necessary
- attend parents' meetings as necessary
- keep abreast of current thinking by attending courses and through reading matter etc so as to keep up-to-date with educational issues
- inform the Headteacher of maintenance needs within the classroom or surrounding areas
- be responsible, jointly with all the staff, for the good order of the Staffroom
- be responsible for the good order of their form's cloakroom area.
- direct, support and guide any classroom assistant in class activities