



## **Job Description**

### **English Teacher**

#### **Main responsibilities:**

- Teaching English from Years 3 to 8
- Teaching English to Key Stage 2, Common Entrance at 13+ and 13+ scholarship level
- Fulfilling role of Form Teacher (see below)
- Readily contributing to and taking responsibility for curriculum development and resources as requested
- Monitoring and assessing progress within each year group and of individuals
- Writing school reports and ensuring that pupils' assessments are kept up to date on the English department database
- Being attentive to and responding to the special educational needs of pupils
- Attending parents' evenings, departmental, pastoral and staff meetings
- Attending INSET days as required
- Participating actively in the extra-curricular life of the School
- Carrying out break and lunch time duties
- Undertaking other similar duties that the Head may require from time to time

#### **Personal Description:**

- An appropriate teaching qualification
- A sound knowledge of the Key Stage 2 and Common Entrance curricula. Experience of independent schools' scholarship syllabuses is also desirable
- Strong motivation to work with children and young people
- Varied experience in providing differentiated teaching
- Excellent organisational and administrative skills
- Experience in using interactive whiteboards and other ICT in day to day teaching

# **Job Description**

## **Form Teacher**

The relationship between the pupil and his/her Form Teacher is integral in maintaining the positive ethos and core values of Dolphin School:

### **The Role of the Form Teacher is to:**

- Register the Form each morning
- Get to know the pupils in their Form as individuals; including their backgrounds, their strengths and weaknesses, their likes and dislikes
- Monitor and encourage the pupils' academic, social and emotional progress, offering guidance and support
- Help pupils set realistic and achievable targets
- Liaise with the other staff regarding concerns or achievements
- Encourage participation in the wider curriculum (after school clubs, sport, music etc.)
- Establish good communications with parents/guardians of pupils in their form
- Deliver the school's PSHE syllabus to their form
- Act as an advocate for the pupils in their form during staff meetings and to minute form meetings
- Plan, monitor and assess pupil development and be responsible for pupil's progress in the subjects they teach
- Encourage good punctuality and attendance
- Have an overview and be included in behaviour management of members of their form

### **The Responsibilities of a Form Teacher:**

- To read/gain all the necessary background information on pupils in their form at the beginning of the academic year (this information should be found in the pupil files in the school office, in the SEN files in the staffroom, and the Child Concerns list and gained through discussions with the pupils' former Form Teacher, or from the pupils' former school)
- To be in their classroom each morning, to meet and greet and then register their Form before lessons begin via the electronic register. To collect any parental letters explaining absence, pass the information on to the school office and to complete all the necessary information concerned with attendance

- To check pupil diaries and sign off notes/correspondence to and from parents
- To be aware of the PSHE curriculum for the Form's Year Group and to deliver it appropriately during the timetabled PSHE lesson
- To be the first port of call for all pupils in their form
- To act as a channel for information coming from, or going to parents, ensuring that all important information is passed on to the appropriate individuals or filed. Any issues should be dealt with quickly either by phone, e-mail or via a meeting
- To monitor each individual in order to fulfil the above role
- To liaise with the Head of English regarding any concerns about a pupil that may need discussing
- To meet with parents at Parents' Meetings
- To keep track of pupils' progress, noting emerging patterns
- To collate subject reports and write a Form Teacher report at the end of the appropriate terms
- To ensure that all messages/letters for pupils or parents are passed on immediately
- To help maintain a tidy and conducive atmosphere for learning in the classroom with bright and inspiring wall displays that are updated regularly throughout the year

The Form Teacher is expected to carry out other duties as required under the guidance of the Head which are commensurate with the authority and responsibility associated with such a position in the School.

The Form Teacher's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post the Form Teacher becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any such concerns to the school's child protection officers or to the Head.