

Colfe's Junior School

Role and Responsibilities of a Form Teacher

The Role:

- To have high standards of professionalism as laid out in the DfE Teaching Standards Part 2 and the Staff Handbook;
- To maintain the positive ethos and core values of the Junior School, both inside and outside the classroom, ensuring equality of opportunity for all and outstanding pastoral care;
- To be accountable for achieving the highest possible standards in teaching, maintaining strong subject knowledge, forging positive professional relationships and working with parents in the best interests of the pupil;
- To ensure that they are up-to-date with Junior School procedures by reading the handbook, maintaining and refreshing their knowledge and skills as a teacher including a thorough understanding of The Teaching Standards as well as contributing ideas to the future progress and enhancement of the school as a whole;
- To ensure that the School Development Plan is followed.

The Responsibilities:

Pastoral:

- To get to know their pupils well and to provide each with the care and support they need to function effectively as members of the school community;
- To have patience, understanding and a genuine interest in pupils' welfare and development being approachable and responsive to pupils, parents and staff;
- To set clear guidelines for work and behaviour, with strict adherence to the Junior School Behaviour Policy and ensuring that relevant incidences are recorded accurately on SIMS and communicated with parents when appropriate;
- To uphold and model the Junior School Values;
- To ensure that Safeguarding procedures are understood and consistently followed;
- To know when and how to refer relevant matters to SMT, School Nurse, Learning Support and the School Counsellor;
- To implement with care and diligence all aspects of pastoral care including delivery of assemblies and circle times, attendance at house meetings and events, supporting charity events, encouraging the use of Pupil Voice to all children;
- To carry out lunch and break duties as required, ensuring that all pupils are monitored and assisted at this time;

Academic:

- To plan and deliver the curriculum ensuring appropriate differentiation and equal access to all pupils in line with the Junior School Policies including the Learning Support Policy;
- To utilise best practice in and out of the classroom, setting clear targets based on prior attainment;

- To provide a stimulating classroom environment, where resources can be accessed easily by all pupils;
- To keep appropriate and efficient records, in line with Junior School Policies, integrating formative and summative assessment into weekly and termly planning, including effective tracking of progress for each child;
- To monitor and evaluate the effectiveness of the schemes of work, developing and enhancing in line with best practice and the needs of all pupils;
- To report effectively, honestly, and constructively on the development, progress and attainment of all pupils to parents and staff;
- To refer pupils to Learning Support in a timely manner when appropriate;
- To carry out, if appropriate the role of a Subject Leader as laid out in the 'Role and Responsibilities of a Subject Leader'.

General:

- To ensure that all meetings with parents are recorded and when appropriate for notes to place in pupil files;
- To lead, organise and direct TAs within the classroom as necessary;
- To lead and plan school trips, ensuring that Risks Assessments are in line with Junior School Policy;
- To attend, participate and contribute positively within all staff meetings;
- To participate in the Junior School Annual Appraisal process and to be responsible for maintaining continued professional development;
- To support initiatives decided by SMT;
- To run up to 3 clubs a week, depending on Key stage, as part of the extra-curricular provision;
- To carry out any other reasonable requests as directed by the Head of the Junior School.

Application procedure

The recruitment process will require applicants to complete an application form, accompanied by a letter of application, current CV and details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures. There will be interviews, lesson observation and a task for short listed candidates.

The application may be submitted either electronically or by post, to:

Post:
Mrs A Ross
Human Resources
Colfe's School
Horn Park Lane
London SE12 8AW

Electronic:
recruitment@colfes.com

Applications should be sent **as soon as possible** and by **Noon, Friday 22 March** at the latest. Colfe's reserves the right to appoint to this post before the closing date if necessary.

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers, prohibition from teaching and the Disclosure & Barring Service.