



Form Teacher Job Description

Pastoral Care

- Take responsibility for the safety, education and social development of each child in your form and pupils you have contact with within the school
- Provide a role model for the development of children's social behaviour and attitudes
- Provide a safe, secure and well-organised environment that encourages the development of children as critical thinkers, independent learners and considerate members of the school community
- Implement school policies and guidelines for pastoral care e.g. anti-bullying policy
- Build and maintain positive relationships with parents and communicate effectively including inducting pupils into the school

Planning, Teaching and Classroom Management

- Work alongside year group colleagues to plan a balanced curriculum that develops the skills and knowledge required by the National Curriculum and the school's own policies
- Prepare schemes of work and medium term plans appropriate to the needs, interests, experience and existing knowledge of your pupils
- Identify clear learning objectives for each lesson and specify how these will be taught to ensure progression in pupils' learning
- Plan for and use Assessment for Learning (AFL) and peer assessment in helping the pupils to understand their learning needs and next steps
- Ensure the learning needs/styles of the whole class are met by providing suitably differentiated activities for each child, including those with specific learning difficulties and more able pupils
- Provide opportunities for children to use ICT through cross-curricular activities
- Liaise with specialist subject staff, as appropriate, to help deliver the curriculum
- Monitor and liaise with parents in children's progress and development
- Organise the classroom and resources within to create a positive learning environment and ensure children have opportunities to take responsibility for their learning
- Prepare children's work for displays - maintain a high standard of display in own classroom and, jointly with colleagues, throughout the school, changing regularly
- Take responsibility for discipline within the classroom and, jointly with colleagues, maintain a high standard of discipline throughout the school
- Establish good working relationships with classroom assistants
- Have high expectations of all pupils' learning in order to ensure they reach their individual attention

Monitoring, Assessment, Recording and Reporting

- Make regular assessments and observations of children's learning, keep observation records on Tapestry and other paper-based means (such as floor books)
- Monitor pupils strengths and weaknesses, inform planning and identify the level at which the pupil is achieving
- Liaise with Head of Key Stage, Deputy Head, Assistant Head, Head Teacher, SENCO, Able Child Coordinator and/or parents, as appropriate
- Take part in whole school assessment initiatives, such as moderation, to ensure a picture of the attainment and progress of individual children is captured throughout their time at our school
- Be responsible for collecting, collating and understanding analysis of any developmental observations of your pupils
- Meet with parents formally, and informally as required, to discuss children's well-being, progress and individual needs, drawing on attention to special skills and talents, as well as difficulties
- Write reports on each child at least twice a year, and reports for transfer to other schools if required
- Liaise with SENCO to write and review IEPs for specific children
- Liaise with staff in above year level to ensure appropriate opportunities are presented which allow enrichment of learning for more able pupils
- Adhere to the practice of confidentiality regarding pupils' records

Professional Development

- Keep up to date with current statutory requirements, educational thinking and practice, through personal study, attendance at courses, and peer observation
- Maintain competent ICT skills to use in teaching and in general class administration e.g. class records on spreadsheets, word-processing for planning
- Participate in the annual Professional Development Review
- Have an excellent working knowledge of teachers' professional duties, professional standards and legal liabilities

Other Duties

- Attend staff meetings
- Carry out lunch and other duties
- Assist with special events e.g. plays, concerts, school outings, sporting events, clubs
- Take at least one after-school club per year
- Prepare class assemblies
- Taking part in events that may be during the evenings or, occasionally, at weekends
- Abide by all health and safety procedures and report any concerns regarding health and safety immediately to the Head and/or Senior Deputy Head, School Business Manager
- Have a good working knowledge of whole school policies and aims
- Promote the ethos, good name and reputation of the school at all times

- Maintain professional distance from parents and establish positive and professional working relationships
- Work effectively in line with school policy on all matters and with line managers to ensure deadlines are met and professional relationships are maintained at all times.

This job description will be reviewed annually and may be subject to amendment at any time, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Norfolk House School in relation to the post holder's professional responsibilities and duties.