

MAYVILLE HIGH SCHOOL

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Headteacher
Mrs R Parkyn
MA (Oxon) MA PGCE MCIL

Form Teacher – Junior School (Full time)

Start date: Summer Term 2021

Listed below are principal, but not exhaustive responsibilities of this post. This job description should be read in conjunction with the School's Handbook.

Form teacher:

- Promote the social and academic well being of the pupils in your form ensuring that the Assistant Head/Deputy Headteacher/Headteacher are informed of major difficulties in any area
- Provide guidance and advice to pupils on educational and social matters, making relevant records and reports, seeking advice from Assistant Head/Deputy Headteacher if unsure
- Teach PSHE programme for year group
- Register pupils each day, ensuring legal requirements are met and that absence notes are received and sent to the office
- Draw attention of Deputy Headteacher/Headteacher to pupils with poor records of attendance and punctuality
- Devise the examination timetable for the form, in conjunction with year group partner
- Check homework note books on a weekly basis
- Organise a seating plan for the class
- Ensure that the correct uniform is worn at all times and is correctly named
- Complete administrative tasks, e.g lunch orders, circulation of letters etc
- Ensure pupils are aware of school rules and procedures. In particular, regularly reinforcing code for crossing roads and behaviour in mini-bus
- Record house marks and work stars for weekly celebration assemblies
- Be responsible for the overall state of the classroom, its tidiness, state of decoration and ensure that it conforms to acceptable standards for health and safety – completing annual health and safety check sheets
- Monitor the behaviour of pupils and uniform to meet requirements as set out in school documents, paying particular attention to possible bullying
- Organise and rehearse assemblies
- Complete form teacher's comments on reports. Place assessments/information on pupil profile as required
- Communicate with and consult parents of pupils as required
- Organise and conduct school trips relevant to the curriculum

Teaching responsibilities:

- Ensure that pupils learn in a positive, caring environment
- Plan and prepare schemes of work and lesson plans
- Teach according to the needs of the individual pupils, taking into account the requirements for differentiation
- Set and mark work to be carried out by pupils in school and elsewhere, according to the school's policy
- Assess, record and report on the development, progress and attainment of pupils – according to school's policy
- Report concerns over pupil progress to Assistant Head or Deputy Headteacher or to Headteacher
- Liaise with Senior Teacher, Dyslexia Unit re: writing of Individual Education Plans for pupils and ensure they are met
- Report pupils progress to parents, via reports and meetings
- Participate in staff meetings so as to make an effective contribution to the development and application of school policies and procedures relating to administration, organisation and curriculum
- Maintain an up-to-date knowledge of available techniques, resources and developments in subject area, review as necessary personal teaching methods and programmes to ensure that own teaching is as effective and stimulating as possible – requesting INSET training as required
- Participate in school's Performance Management programme
- Participate in arrangements for further training and professional development as a teacher
- Assist the smooth-running of the school by covering for other teaching staff who may from time to time be absent from school
- Have high expectations of pupils presentations according to their needs and abilities

General:

- Teach weekly sports lessons
- Be actively involved in arranging sports fixtures
- Carry out break and lunch duties as reasonably required
- Support the activities of the House to which assigned
- To attend Open Days for prospective parents (no more than once a term)
- To assist with holiday cover as reasonably required. (Extra remuneration)
- To assist in the running of extra-curricular activities as reasonably required
- To provide a club on a weekly basis
- To attend weekly morning staff briefings and ½ termly Junior staff meetings