

GENERAL JOB DESCRIPTION

STANDARD SCALE TEACHER

- I) To teach the subject at all levels throughout the school as required in accordance with the department's agreed policies and schemes of work:
- ii) To take responsibility for assessing and recording the achievement of pupil's taught, in line with departmental and school policy:
- iii) To support generally and within the teaching framework as appropriate all whole school policies and in particular the Equal Opportunities Policy:
- iv) To undertake a specific share in department responsibilities as negotiated within the department:
- v) To undertake tutorial responsibility if required:
- vi) To undertake additional duties within the framework of the teachers' contract, including attendance at appropriate meetings and participation in policy-making, staff INSET programs and extra-curricular activities.

FORM TUTORS

Form tutors should work in close co-operation with Heads of Year and Heads of Department to gain and impart knowledge about their pupils. They should be the first point of referral for matters which subsequently be passed on to more appropriate members of staff. Everything which concerns their pupils is their responsibility, but special note should be taken of the following:

- I) Prompt and accurate keeping of the Attendance Register in accordance with the instructions referred to in other sections of this book.
- ii) Daily uniform checks:
- iii) Distribution and collection of information as required:
- iv) Encouraging pupils to take an active part in keeping their form room tidy and attractive:
- v) Giving out lesson and homework time-tables at the beginning of each year and checking on homework when possible:
- vi) Keeping a record a Merit Points obtained for inclusion in reports.
- vii) Heading their form's reports promptly, checking that subject contents have been entered accurately, by stated deadline, and writing a general form document.

- viii) Planned and structured use of form periods to encourage maximum school and class involvement and to foster good relationships between class members:

NB. A tutor group should be regarded as a unit which should stay together during form period and it is the duty of the form tutor to supervise the group throughout that time, including accompanying them to and attending assemblies.