

AVENUE HOUSE SCHOOL

TITLE: Form Teacher

- To be responsible for a Form of children, the age group and number of children to be the discretion of the Headteacher.
To liaise with parents at Parents' evening meetings and informally, as necessary.
To encourage positive relationships between home and school.
To keep a diary of any concerns raised parents and actions taken in response. This diary should be shown to the Head/Deputy Head.
To be in good time to receive the children at the start of every day.
To keep the room in good order with good visual display.
- To work with the Deputy Head and Headteacher in the interest of the children and to raise standards and ensure all pupils are working to the best of their ability.
- To be familiar with all school policies including Staff Handbook, curriculum and Health and Safety.
- To be responsible for the education of the children, teaching a timetable as agreed by the Headteacher/ Deputy Head. The subjects and contents to be according to the school policies and schemes of work.
- To prepare termly schemes of work using the children's assessment records to plan effectively. To evaluate these schemes as necessary in the interest of the children's education.
- School policies on reading methods, schemes. Handwriting, Spelling, marking of work etc will be followed, as appropriate.
- To ensure all records are up to date and stored securely.
To liaise with other members of staff on matters concerning the welfare and education of the children and to attend weekly, pre-term, half-term and end of term staff meetings. To complete all necessary records.
- Full written reports to be completed at the end of Autumn and Summer Term to the format prescribed by the school.
- To keep up to date of all relevant curriculum changes.
- To organise and accompany the children on outings to places of educational interest, theatres, etc and arrange visiting speakers.

- To attend assemblies as required and to arrange Form assemblies once a year.
- To help with and attend other school activities such as plays, concerts, parents events.
- To share with other staff the duties of the playground, lunch supervision, after school supervision as agreed.
- To stand in for other members of staff to, cover absences as required.
- To regularly attend courses for teachers relevant to the teaching and welfare of all the pupils and to keep abreast of current educational policies, teaching methods etc.
- To carry out any other duties appropriate to the position of Form Teacher as would be reasonably expected.

The holder of this post is responsible to the Headteacher and Deputy Head.

Signed-----
Headteacher

Signed_-----

Date-----

Date-----