

**Job Description**

**Form Teacher**

Our primary aims at OFS are to promote effective teaching, successful learning and positive relationships within the community. The form teacher is at the heart of this process.

The relationship between the pupil and his/her Form Teacher is integral in maintaining the positive ethos and core values of the school.

**The Role of the form Teacher is to:**

* Deliver the curriculumto your form (with the exception of some specialist subjects)
* Register the Form and check and sign Homework Diaries.
* Get to know the pupils in their Form as individuals; including their backgrounds, their strengths and weaknesses, their likes and dislikes.
* Monitor and encourage the pupils’ academic, social and emotional progress, offering guidance and support.
* Help pupils set realistic and achievable targets.
* Liaise with the subject staff regarding concerns or achievements
* Encourage participation in the wider curriculum (hobbies, sport, music etc.)
* Establish good communication with parents/guardians of pupils in their form.
* Deliver a substantial proportion of the school’s PSHE syllabus.
* Act as an advocate for the pupils in their form during staff meetings and to minute form meetings
* Plan, monitor and assess pupil development and be responsible for pupil’s progress in the subjects they teach
* Encourage good punctuality and attendance.
* Have an overview and be included in behaviour management of members of their form.

**The Responsibilities of a Form Teacher:**

* To read/gain all the necessary background information on pupils in their form at the beginning of the academic year (this information should be found in the pupil files in the resources room, in the SEN files on the network, on the Pastoral Concerns list/PCT minutes and gained through discussions with the pupils former Form Teacher, or from the pupils former school)
* To be in their classroom by 8am each morning, to register their Form before Assembly/House Meetings etc. via the electronic register. To collect any parental letters explaining absence, pass the information on to the school office and to complete all the necessary information concerned with attendance.
* To check pupil diaries and sign off notes/correspondence to and from parents.
* To be aware of the PSHE curriculum for the Form’s Year Group and to deliver it appropriately during the timetable FDT lesson. (Help and resources for this can be obtained from the Head of PSHE and the Deputy Head.)
* To be the first port of call for all pupils in their form.
* To act as a channel for information coming from, or going to parents, ensuring that all important information is passed on to the appropriate individuals or filed. Any issues should be dealt with quickly either by phone, e-mail or via a meeting.
* To monitor each individual in order to fulfil the above role.
* To liaise with the Year Group Co-ordinator regarding any concerns about a pupil that may need discussing during the weekly Pastoral Care Team meeting.
* To meet with parents at Parents’ Meetings.
* To pass on Weekly Effort scores and keep track of pupils’ progress, noting emerging patterns.
* To collate subject reports and write a Form Teacher report at the end of the appropriate terms.
* To ensure that all messages/letters for pupils or parents are passed on immediately.
* To help maintain a tidy and conducive atmosphere for learning in the classroom.

The Form Teacher is expected to carry our other duties as required under the guidance of the Head which are commensurate with the authority and responsibility associated with such a position in the School.

The Form Teacher’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the Form Teacher becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any such concerns to the school’s child protection officer or to the Head.