



Norfolk House School

## **JOB DESCRIPTION**

### **FORM TEACHER**

Responsible to:       The Headmistress  
                              The Directors of Norfolk House School

#### **Responsibilities:**

- (1) To teach relevant academic and social material and encourage each pupil to achieve their full potential in line with the aims and high standards of the school.
- (2) To meet the children's emotional and physical needs and to ensure their safety and welfare.
- (3) To be the first point of contact for parents, staff and children in matters relating to the welfare and discipline of children in the form and to keep the Headmistress fully informed.
- (4) To plan, prepare and teach appropriate stimulating and challenging lessons, providing consolidation and extension material as required.
- (5) To mark and assess children's work, as appropriate.
- (6) To take responsibility for the pastoral care and progress of children in the class and to participate in relevant parents' evenings.
- (7) To take registration twice a day and to ensure that accurate attendance and punctuality records are kept, according to school policy.
- (8) To organise whole form activities and assemblies as required.
- (9) To undertake all reasonable duties as requested by the Headmistress.
- (10)       To liaise fully with other staff to ensure consistency of standards throughout the school.
- (11)       To ensure that all assessments relating to the work of the form is up to date.
- (12)       To be aware of recent curriculum developments.

- (13) To complete annual reports for the children in the class.
- (14) To be responsible for general form room tidiness and displays of work.