

SACRED HEART SCHOOL

Form Teacher – Job Description

Name:

Key Tasks

- 1 Leadership
- 2 Monitor academic progress of the form
- 3 Monitor discipline and welfare of the form
- 4 Administration tasks associated with academic and pastoral welfare of form

1 Leadership

- Communicate with the Senior Management Team
- Lead pupils in preparing class assemblies and daily worship

2 Monitoring academic progress of pupils

- To be aware of pupils who are underachieving and see them regularly to urge improvement
- To encourage and praise those who have done well
- To receive information from staff about pupils who are failing to do homework and as appropriate, take action.

3 Monitoring discipline and welfare

- To insist on good behaviour
- To provide sympathy and support to pupils with personal problems
- Monitor attendance and punctuality. Communicate with Senior Management Team and parents as necessary
- Encourage form as a social unit
- Ensure appearance and uniform are satisfactory
- Encourage form to support school activities

4 Administration tasks

- Keep register twice a day
- Issue letters, newsletters and other information promptly
- Collect and record money, raffle tickets and charity events
- Monitor use of Homework Diary
- Check letters from parents, accounting for absences