

# **NORTHWOOD SCHOOL**

## **Responsibility Statement - Subject Teacher/Form Tutor**

### **Key Areas**

### **Responsibilities**

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| 1. Classroom Management              | To maintain classroom discipline and help maintain school discipline in accordance with school policy standards and procedures; to arrive promptly at lessons and tutor sessions and dismiss students at the correct times; to keep checks on students' attendance at lessons and follow up absences as appropriate; to liaise with Heads of Department and/or pastoral staff on matters of concern relating to individual students. |
| 2. Subject Responsibilities          | To follow departmental syllabuses and schemes of work for each teaching group; to prepare properly lesson materials and to mark students' work consistent with departmental and school assessment policy; to set and mark homework in accordance with departmental and school policy; to have the highest reasonable expectation of individual student performance; to play a part in organisation and administration.               |
| 3. Recording Student Progress        | To keep appropriate records of individual students' work and achievements, consistent with departmental and school policy; to make a proper contribution to the writing of school reports; to complete such National Curriculum assessments as are required.                                                                                                                                                                         |
| 4. Pastoral Responsibilities         | To teach the pastoral curriculum and to follow conscientiously personal, social and health education syllabuses and schemes of work; to act as counsellor and guide to individual students in the tutor group, both in relation to personal development and specific phases of educational development and transition.                                                                                                               |
| 5. Administration                    | To carry out efficiently the various necessary administrative functions of the Form Tutor including school requirements in relation to the proper and accurate keeping of registers.                                                                                                                                                                                                                                                 |
| 6. Development Aspects               | To play a part in the development of departmental, curriculum development group and year team meetings as appropriate; to seek to identify personal staff development and INSET needs and ensure that these are discussed with Head of Department/senior pastoral staff.                                                                                                                                                             |
| 7. Appraisal/Performance Management. | To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.                                                                                                                                                                                                                                                                                        |
| 8. Health and Safety                 | To ensure that practice is, in all respects consistent with the requirements of Northwood Health and Safety at Work policy as well as with any subject specific health and safety guidelines.                                                                                                                                                                                                                                        |
| 9. Extra Curricular                  | To be involved in some aspect of extra curricular activity.                                                                                                                                                                                                                                                                                                                                                                          |
| 10. Safeguarding                     | The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.                                                                                                                                                                                                                                                                        |