

Wellington Girls' College

JOB DESCRIPTION

Form Teacher

OVERVIEW OF POSITION

- To oversee the welfare of students in your form class
- To promote a student potential approach and the Wellington Girls College culture of high expectations, inclusion and excellence for all students.

KEY RESPONSIBILITIES

- **Take prime responsibility for the care and wellbeing of the students in their form class - RTC1, 2**
 - Have an overview of the 'whole student', not just academic, e.g. family life, health issues etc.
 - Foster positive relationships with students
 - Communicate regularly with parents
 - Keep track of medical/learning support issues
 - Form teacher check ins based on NCEA credits, keeping an eye on literacy etc.
 - Follow up on any concerns from students, or about students - use KAMAR as resource
 - Train students in evacuation procedure
- **Foster and maintain positive relationships with parents/ whānau – RTC1**
 - Send an introductory e-mail to parents/ meet parents in the first term to open lines of communication
 - Emails to parents linked to upcoming exams and other pressure points
 - Attend Dads and Daughters' breakfasts
 - Respond to parents' correspondence in a timely manner
 - Monitor students who have parental concerns
 - Keep accurate pastoral records
- **Implement the Pastoral Programme - RTC1, RTC2, RTC5, RTC 7, RTC8**
 - Read each term's plan. Mark in the relevant dates that you will deliver one of the sessions
 - Engage with the material/foster discussion
 - Engage with house events
 - Encourage students to plan activities that are collaborative and help each to get to know others

- **Monitor each student's attendance and follow up on absences and lates. Keep dean informed of concerns regarding absences**
 - Enter email communication with home into KAMAR
 - Have one on one chats and catch ups with students to discuss any attendance issues
 - Keep up-to-date with the 'daily sheet'
 - Keep accurate pastoral records – demerits for lates
 - Call / email home if appropriate
 - Monitor attendance 'patterns' and refer to dean when necessary
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- **Liaise with dean, relevant teachers or Guidance network about issues, actions taken or to be taken (RTC1)**
 - Participate in scheduled year level meetings
 - Engage with Academic Monitoring documents to inform check-ins with students
 - Enter actions into KAMAR
 - Engage in year level programmes and sharing appropriate information (eg. Careers)
- **Model and promote the College's mission and values statement**
 - Ensure these are published prominently on classroom walls
 - Encourage students to take care/pride in the physical environment (eg. recycling duty)
 - Show respect in your interactions with all students and staff
- **Support and encourage students to be active members of the College community**
 - Attend and participate in school activities as a staff member
 - Collaborate with other year level form classes/ House buddy classes
 - Read the notices in form time/ promote students to get involved with extra-curricular groups/ lunchtime activities
 - Publicise events, teams, groups etc
 - Encourage the students to initiate form class activities - an opportunity to demonstrate leadership
 - Ensure expectations are upheld within the school - correct uniform, nails etc - discuss this with form class
 - Engage with student council information in form time