

Guidance to Head Teachers

Exemplification of Register Teacher duties.

Schools may use this as a basis for discussion in deciding on duties relevant to their own curricular/care and welfare framework

Pastoral area	Theme	Related Tasks
Personal Support	Attendance and punctuality	<ul style="list-style-type: none"> • Complete registration procedures. • Monitor attendance and punctuality of pupils • Collect and monitor absence notes. • Contact parents/carers, in line with specific school policy • Alert line manager/PT in cases of concern
	Health and personal welfare	<ul style="list-style-type: none"> • Communicate with support staff/PT/school management regarding areas of concern relating to the health and personal welfare of pupils. • Be aware of duties and responsibilities regarding child protection issues.
Curriculum	Curriculum and timetable	<ul style="list-style-type: none"> • Issue timetable information to pupils. • Provide information on examination timetables. • Provide information on specific matters in school calendar.
	Learning and Teaching	<ul style="list-style-type: none"> • Encourage the use of homework planners. • Monitor the use of homework planners. • Encourage attitudes to promote the raising of attainment. • Offer advice on assessment, study skills and examination preparation.
School ethos	Positive Behaviour and Citizenship	<ul style="list-style-type: none"> • Promote and implement the school's positive behaviour policy. • Promote good citizenship in relation to respect for self and others, self-discipline, honesty, reliability, responsibility. • Promote the school dress code policy. • Assist with the distribution of communications with parents/carers. • Promote participation in school initiatives and activities.
	Achievement	<ul style="list-style-type: none"> • Take an interest in the achievements of pupils. • Encourage pupils to increase achievements or maintain high levels of achievement. • Ensure that information on notable achievement is passed to senior management.
	Health and safety	<ul style="list-style-type: none"> • Promote and implement the school's Health and Safety policy.

