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

<table>
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<tr>
<th>Pastoral area</th>
<th>Theme</th>
<th>Related Tasks</th>
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| Personal Support       | Attendance and punctuality     | • 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 |                               | • 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       | • Issue timetable information to pupils.  
• Provide information on examination timetables.  
• Provide information on specific matters in school calendar. |
| Learning and Teaching  |                               | • 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 | • 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            |                               | • 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      |                               | • Promote and implement the school’s Health and Safety policy. |