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	 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.