



ELM GREEN PREPARATORY SCHOOL

JOB DESCRIPTION - GENERAL

Elm Green is a thriving school of about 220 pupils from 4 – 11 years, spread over 11 classes.

Teachers at Elm Green accept responsibility to participate fully in the school's programme under the direction of the Principal whether in person or through her deputies or others to whom she may delegate responsibility from time to time.

They accept responsibility for the performance of tasks described in their letters of appointment and contract. They may be allocated responsibility for duties which affect pupils, parents, colleagues and others involved in the school's programme.

Teachers should be willing to attend school functions as required. They should attend staff meetings and meetings with parents and should undertake supervisory duties as arranged, accepting responsibility for the conduct and safety of pupils if the colleague on duty is not available. They should accept responsibility for assisting in any way necessary in an emergency.

All teachers should be punctual for lessons and other activities. They should be well dressed in accordance with the School's Code of Conduct and the Staff Handbook and their language should be beyond reproach.

At all times staff should treat children with respect and aim for the highest possible standards of speech, behaviour and action.

All members of staff must be conversant with whole school policies, with particular regard to Safeguarding, e-Safety and Health & Safety policies and adhere to them. They should ensure that they have read the Staff Handbook and act in accordance with it.

All staff should share in tasks involving counselling, monitoring, assessing and reporting on pupils and ensure that such tasks are completed to the highest possible standards.

Teachers should not undertake any task, activity or responsibility which might adversely affect the proper performance of their duties for the School.

Staff at Elm Green are expected to act in the best interests of the School at all times. They should devote sufficient time to planning, teaching and marking to ensure effective delivery of the curriculum.

SAFEGUARDING

Elm Green Preparatory School is committed to maintaining a safe and secure environment for all pupils in accordance with its Safeguarding, Child Protection and Promoting Pupil Welfare Policy.

EQUAL OPPORTUNITIES

The aims of the School and its principles of excellent pastoral care will be applied to all children in accordance with the School's Equal Opportunities Policy.