

## **JOB DESCRIPTIONS**

### **The head teacher will:**

- keep a register of details about each child/young person (home phone, emergency contact, medical information)
- decide which class each child/young person will be in
- get in touch with mainstream schools if a child/young person progress is causing concern
- organise certification presentation
- keep records of the hours staff/volunteers work
- phone parents to check on absences
- tell parents about the dates of school terms, special events, outings
- organise outings and special events
- act as Health and Safety Officer for the school
- run fire drills and make safety checks

### **The teacher will:**

- take accurate registers at each session
- learn about the culture, language, and learning backgrounds of pupils
- find out what the children/young people need to learn
- plan a programme of work for them
- be able to tell the children/young people, their parents, and the complementary / supplementary school co-ordinator what each child/young person has achieved
- set tests to assess and record children/young people's progress
- where necessary, plan lessons with staff/volunteers to match the needs of the children/young people
- make sure that the work is marked by staff/volunteers and check that they show children/young people how to improve
- make sure that children/young people and staff/volunteers are keeping a record of the work they have done
- make sure that children/young people and staff/volunteers have the books and equipment they need
- help staff/volunteers to manage children/young people behaviour effectively
- act as keyholder and make sure children/young people are collected safely and premises are secure.

### **All complementary/supplementary school staff/volunteers must:**

- help children/young people with their work in a way that suits their age and grouping
- keep a record of what they do
- tell them what they have done well and what to improve (talk to them or mark their work)
- tell their parents how they are progressing

- manage their behaviour positively
- make sure they are safe
- follow the school's policies on Child Protection, Health and Safety and Equal Opportunities.

**The treasurer and their deputy will**

- collect fees and donations and record all payments.