



## FULL AND PART TIME TEACHERS MERLIN SCHOOL

To do all those things and to take those responsibilities usually associated with a Classroom or Subject Teacher, and in particular:

- To provide classroom teaching for the appropriate subject and age range.
- To be an effective class teacher.
- To carry out departmental duties involving syllabus development within prescribed curriculum guidelines. This may involve producing schemes of work and order materials for use by all appropriate staff as identified and allocated by the Head.
- To undertake the pastoral duties of a class teacher.
- To carry out general duties which may include administrative tasks, consultation with parents, contributions to professional discussions and meetings both within and external to the School and such other duties as the Headmistress may reasonably request.
- To have an enthusiasm to take on responsibility for organisation of trips and visits for extra curricular activities. To help in all musical, sporting and dramatic and school based activities outside of 8:30-4:30 hours, as is appropriate.
- To have a concern and responsibility for the safety of children at all times.
- To ensure that classrooms are left tidy at the end of each term and classrooms are set up, planning and filing are up to date before the start of each term.
- **The teacher must be committed to safeguarding and promoting the welfare of children at all times.**