

Job Description - Club Teacher



Position: BrainBuilders Club Teacher

Responsible to: The Directors of BrainBuilders Ltd.

All teachers employed by BrainBuilders will be expected to undertake the following duties and responsibilities:

- Register the children's attendance according to the School's procedures;
- Teach according to their educational needs the pupils assigned to him/her;
- Maintain a stimulating club environment;
- Promote the general progress and well-being of each child or any group or class assigned to him/her. Particular care should be taken to ensure that the cultural needs of the children are taken into consideration and that all children have equal opportunities in all areas of the curriculum;
- Communicate and consult with parents on an ad hoc basis, i.e. on pupil dismissal;
- Familiarise oneself with all BrainBuilders' and individual school's policies and procedures especially policies relating to Safeguarding and Child Protection and Health and Safety;
- Fill in risk assessments for signing off by the school's Head;
- Attend safeguarding training as directed by individual school policies.

Training and Development

- Participate in BrainBuilders' arrangements for further training and development as a teacher;
- Regularly review methods of teaching and programmes of work.

Duties

Support BrainBuilders' functions and activities whenever possible;

- Take weekly photos (that do not include pupil faces) and send electronically to admin with a short write-up of the activity. Delete after sending through.

Uphold BrainBuilders' ethos:

Making maths accessible and fun for all- providing challenge and support at all levels

Practical and supportive atmosphere

Mutual respect

Working together towards a common goal

Confidence boosting

Management and Administration

- Advise and cooperate with Directors and other colleagues on the preparation and collection of teaching materials.
- Participate in administrative and organisational tasks related to duties described above.
- Participate in any arrangements for appraisal of his / her performance.

Discipline, Health and Safety

- Maintain good order and discipline among the children and safeguard their health and safety in accordance with BrainBuilders' policies;
- Be aware of individual dietary and medical needs including allergies and seek this out from schools before beginning lessons;
- Maintain condition of all equipment and alert admin staff to repairs when necessary

Other

- You may be required to undertake ad hoc duties as required by BrainBuilders in line with your position
- Take care of BrainBuilders' resources as per the resource inventory ensuring all is returned timely and new resources are picked up at the start of each term.