

ST BEDE'S SCHOOL

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description

<u>Job Title:</u>	Bank Staff
<u>Responsible to:</u>	Head of Pre-Prep
<u>Place of Work:</u>	St Bede's Preparatory School, Eastbourne

Child Protection, discipline, health and safety

To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Specific Duties: To cover staff holidays, staff sickness and busy periods.

General Duties:

- To uphold the school ethos and rules.
- To keep records of pupils' attendance and performance according to Department guidelines.
- To teach according to policies and schemes of work, with lessons appropriately planned to take account of the pupils within your group.
- To know about individual learning needs or personal circumstances that may affect your teaching and pupils' learning.
- To regularly review effort and attainment of children and work with colleagues to address any problems.
- To take responsibility for behaviour of pupils within your care.
- To take responsibility for pastoral care of children working in conjunction with colleagues and care staff as appropriate.
- To ensure pupils' efforts are suitably rewarded.
- To maintain a positive working atmosphere in your lessons and foster a
- To establish and maintain good relationships with children, parents and colleagues.
- To take part in staff induction, staff appraisal, professional development and INSET events.
- To maintain an up-to-date knowledge of your subject and associated pedagogy through reading and training.
- To attend staff meetings where relevant at the request of the Head of Department.

- To share resources and ideas with colleagues.
- To take part in duties as may be reasonably directed by the School's management.
- To take part in external visits and departmental events and functions.
- To contribute to extracurricular school activities as requested.
- To assist new staff within the department.
- To help colleagues who may be facing difficulty.

This job description sets out the general duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed and may be extended following reasonable request from the Headmaster or Head of Pre-Prep and Nursery.

Oct 2011