



TEACHERS POLICY

INTRODUCTION

Everyone in the school is encouraged to develop to his or her full academic and creative potential and to think, question, discuss and evaluate.

The school promotes personal and social development. Everyone is encouraged to join in a wide variety of experiences in addition to those associated with the classroom. The pursuit of ideals and qualities such as enthusiasm is encouraged.

Co-operation and care for others is fostered. Everyone is encouraged to explore his or her responsibilities at home, at school and in the local and global environment.

KEY PERSONNEL

Within Greek Community School the following personnel will play key role in the development of the school:

The School Committee
The Head Teacher
The Deputy Head
The Teachers
The Volunteers

THE TEACHERS

The teachers will be expected to take an active role in all aspects:

- Professional at all times
- Enthusiastic
- Willing to share ideas
- Well planned and prepared
- Punctual
- Eager to ask for advice and implement ideas given
- Open to constructive criticism
- Able to recognise that an effective school is the result of a close knit team



TEACHERS POLICY

- Ready to use opportunities to find out what contributes to the school's success
- Eager to take part in the wider role of the school
- A good role model to the children
- Willing to take part in professional development on offer either at school or, where appropriate

WORKING TIME

A teacher shall be available for work for 40 days in a school year, of which 37 days shall be Saturdays on which he/she may be required to teach pupils and 3 days shall be Sundays on which will take place the celebrations of the school.

The teacher's normal hours of employment shall be 9.30 am to 3.15 p.m. on Saturdays during school terms. It may be necessary to undertake occasional tasks outside of these hours. If the employee is absent from work on account of sickness, injury or any other reason, should inform the Head Teacher or Deputy Head as soon as possible. The teacher is not allowed more than two Saturdays per school year for holidays.

GENERAL DUTIES

The teachers should:

- Inform the students about the school rules and issue their class rules at the beginning of the school year. The class rules should be always be hanging in the classroom.
- Always complete the register attendance of the class, which should be permanent in the school.
- Have a list with the names and mobile numbers of the students' parents.

Every term each teacher should submit to the Head Teacher or Deputy Head the following:



TEACHERS POLICY

1. The register attendance
2. Book of Lesson structure
3. Reports
4. Assessment

At the end of each school year, the teacher should also submit a file of their work.

HOMEWORK:

Homework should be regularly. Teachers should give details of homework and indicate dates for completion. All staff should insist on homework set being produced by the deadline but should be sympathetic to any student who may have a regular outside commitment on a particular night.

If any parent refuses to allow his/her son/daughter to do homework the Head Teacher should be informed and an appropriate note made on the student's record.

If homework is being systematically neglected and a subject teacher fails to make any impression on the student, the matter should be referred to the Head Teacher who will take appropriate action. There is a letter which can be sent to parents. Final sanction will be an invitation to the parent to come into the school.

Only the teacher's class should give homework.

ASSESSMENT

Assessment should:

- Be a positive and encouraging experience for all students.
- Raise student achievement.
- Be of skills and attitudes as well as knowledge and understanding.
- Help raise students' awareness of their strengths and areas fore development.
- Be an integral part of the learning process.
- Be made against known and understood criteria.



TEACHERS POLICY

- Vary in terms of the methods and strategies used to assess.
- Be carried out by students of their own attainment and progress as well as by teachers.

The assessment should be divided in four parts:

Speaking

Reading

Writing

Listening

The teacher will be able:

- To understand each student's strengths and areas for development.
- To evaluate his/her own teaching strategies in the light of student progress, allowing planning to be well informed, differentiation to be appropriate and student engagement to be effective.

REPORTING

The teachers should have three meetings with the parents and submit reports. The timing of reports throughout the school year reflects a desire to report at the most appropriate time for each year group and to spread the workload of report production across the year. The timings of reports are given in the annual school calendar.

The teacher is required to comment on:

- The student's progress up to the time of reporting
- The student's strengths in the subject
- The student's areas for development