



SOUTH MOLTON
COMMUNITY COLLEGE
— supporting success —

Staff Duties Policy

Adopted by the Governing Body: May 2015

Policy on Staff Duties

Aims

To ensure all members of the teaching staff share a responsibility for the effective implementation of duties and monitoring their effectiveness to ensure the safety and security of our students while promoting acceptable behaviour and social interaction.

Rationale

Staff duties aim to:

1. Maintain a safe and secure environment for all students outside of curriculum time.
2. Ensure the good conduct and behaviour of students inside and outside of the school buildings (on school site).
3. Ensure the maintenance of the fabric of the school building and its environs.
4. Monitor the efficient movements of students from classrooms and corridors in wet weather, outside in dry weather.
5. Monitor and organise the speedy, efficient movement of students into the school at the beginning of the school day, at the end of the morning break, the end of lunchtime and the end of the school day.
6. Ensure a speedy and efficient movement of students from locker areas to classrooms at the beginning of teaching sessions.
7. Encourage the development of co-operative attitudes between students and students and teaching staff.
8. Encourage students' positive attitude to health and relaxation in non-curriculum time.
9. Enable students to demonstrate mature attitudes and responsibilities.
10. Enable students to gain recognise the consistent reliability and responsibility within the duty teams.

Students assist staff in the implementation of these aims, they do not and should not be expected to replace the responsibilities of teaching staff.

Implementation

All members of the teaching staff are members of a duty team for one day per week. Leadership, co-ordination and monitoring of the team are designated to a named duty team leader. Duty teams and leaders are co-ordinated by the Principal and operate for one Academic Year.

Duty Times

Staff are required to be on duty at:

- a) 8:40 a.m. to Registration Bell.

- b) Morning break 10:50 a.m. to 11:10 a.m.
- c) End of school 3:25 p.m. to 3:35 p.m.

Responsibilities of Duty Team

1. To be in the allocated location at the specified times.
2. To monitor the conduct and behaviour of students at all times.
3. To clear their specific area and the whole school building of students at morning break – on fine days.
4. To move students quickly and efficiently to the Hall and designated room on wet morning breaks.
5. To monitor litter in the Crush Hall.
6. To monitor the use of Male and Female Toilets.
7. To take action with regard to the whole school policy on discipline in the event of a breach of school rules.
8. To organise and monitor the entry of pupils into the school building at the end of morning and lunch breaks.
9. To ensure the rapid and controlled movement of students from lockers at the beginning of teaching sessions.
10. To monitor the appearance of students with regard to the Uniform Code on entry to the school building.
11. To support the authority of Year 10 and 11 Prefects.
12. To report on effectiveness of Prefects to Duty Team Leader.

Responsibilities of Duty Team Leader

1. To allocate specific duties of individual staff and Prefects.
2. To monitor the effectiveness of the duty team and take responsibility for implementations of the duty policy.
3. To make day-to-day decisions to effect the successful implementation of the policy.
4. To take responsibility for the welfare and conduct of students on the school site at the specified times.
5. To report to Head of Year if and when necessary with regard to the welfare and conduct of students within the school policy in behaviour and discipline.
6. To make the decision with regard to wet/dry days and open Hall as appropriate.

7. To support Prefects within the duty team.
8. To brief Prefects with regard to responsibilities and limitations of their actions.

The Use of Prefects to support Duty Teams

Prefects carry out one break duty and one lunch duty per week. They are briefed with regard to the positive rewards involved:

- a) Opportunity to display reliability.
- b) Opportunity to display responsibility.
- c) Opportunity to contribute to the effective management of the school.
- d) Development of useful 'social' – 'people' skills.

All teaching staff should assist in briefing Prefects and reinforcing the LIMITATIONS of their responsibilities and actions.

Prefects must not under any circumstances become physically involved with other students as a result of implementing duty policy.