



## Redland High School for Girls

### **GUIDANCE FOR PART-TIME TEACHING STAFF**

All members of staff have commitments above their scheduled teaching allocation. This document clarifies the commitment expected from part-time staff.

#### **1. Cover:**

Cover lessons are allocated pro rata. Each part-time member of staff is asked to make known their preferred time to use for cover by indicating these on their timetable for the Cover Supervisor.

Examination cover is allocated in the same way usually using free lessons resulting from the loss of an examination class. This is not always possible, however, particularly in the January AS re-sits and A2 examinations, when class teaching continues.

Junior School staff will cover staff absence at the request of the Junior School Headteacher.

#### **2. Form Tutor Responsibilities:**

Part-time staff may be asked to share a form with another teacher. They will then take on a percentage of the responsibility for that form, again on a pro rata basis.

#### **3. Registration:**

Part-time staff who are not Form Tutors, will be used for registration cover on days that they are in School for Period I. Preferred days are to be negotiated with the Cover Supervisor.

Part-time Junior School staff will be used for registration if required.

#### **4. School Duties:**

Part-time staff will be assigned duties in proportion to their time in School.

Junior School part-time staff will carry out duties pro rata.

## 5. **Staff Meetings & INSET:**

Part-time teachers will be expected to attend the first meeting of each school term unless they have teaching commitments elsewhere. Inset sessions are open to all part-time staff. Attendance at other meetings is dependent upon individual timetables. Payment for extra hours attended will be made on application to the Headmistress.

## 6. **Communication:**

**Senior School:** Minutes of all meetings are held in files in the Staff Room along with past copies of the daily bulletin. It is the responsibility of all staff to read as appropriate.

The weekly briefing meeting is on Tuesday at 8.25am, and staff meetings are on Wednesday at 4.15pm. Part-time staff who are in School for registration on Tuesdays are expected to attend the briefing meeting.

**Junior School:** Part-time staff are expected to read minutes of staff meetings if they are not in School for the meeting.

All staff are expected to go to the Staff Room to collect post, notices and urgent messages before their first lesson of the day.

## 7. **School Trips:**

Part-time staff may be required to help with educational visits. In this case payment will be made for lessons where staff come in earlier or stay later, than they would normally do on that day of the week.

## 8. **School Events:**

Attendance is expected at the following events:

- Pre-term Inset Days
- All Parents' Meetings for year groups taught
- \*Open Evening
- \*Sixth Form Information Evening
- \*Redland in Action
- \*Entrance Examination
- Carol Service
- Commemoration Service
- Open Day – if on a timetabled day
- Prize Giving

\* By arrangement on a rotation basis within the department.

Update: Summer Term 2010