



SHREE SWAMINARAYAN VIDYALAY

TEACHER ROLE DESCRIPTION FOR VOLUNTEERS

Summary of main duties / responsibilities

Role Title:	Teacher - volunteers
Role Purpose:	To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of the SSV Centre.

Duties and Responsibilities

- in consultation with the Head of Centre to plan, design and produce teaching materials and resources which are appropriate to the age and ability of students and are in accordance with the Centre's Teaching and Learning Plan and the Centre's Development Plan
- in accordance with an agreed scheme of work, to plan, deliver and review lessons which are appropriate to the age and ability of the students to facilitate progression in students' learning
- assess, record and report on the development, progress and attainment of the students assigned to him or her within the Centre's guidelines
- manage the classroom and teaching equipment to create a positive learning environment which makes effective use of available resources.
- attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook
- provide and facilitate the general progress and well-being of any individual student within any group of students assigned to him or her, providing guidance and advice to students on educational matters
- participate in full in staff meetings and contribute to the Centre's consultation procedures
- engage in professional development activities to enhance personal performance and be able to participate effectively in the implementation of the Centre's goals and Development Plan
- implement the Centre's policy about registration and student absence
- enforce the Centre's rules relating to behaviour, health, and safety
- adhere to the Centre's policies and procedures for the control of risk
- Always prioritise the safeguarding of children

General Duties

- to carry out required supervisory duties in accordance with published rotas
- to participate in appropriate meetings with colleagues and parents relative to the above duties

Resources

- Operate relevant equipment/ICT packages (e.g., MS Office, internet, intranet, SIMS, E-mail)
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- Ensure effective communication with all colleagues