



Goffs Greek School



GPA Officers – Head teachers – School committee Rules 2016/2017

The following document sets out the roles of the Head Teacher, the Teachers and those of the committee. This document is a guideline of their roles and duties which may go beyond what is set out dependant on circumstances but is solely at their discretion.

Please note that the committee members are parent's and/or helpers that give up their free time to help the running of the school.

Appointment of teachers

- The overall number of teachers is decided by consultation between the Head and the GPA.
- Teachers are appointed by the GPA on the recommendation (approval) of the Head.
- All teachers should either have a degree or have attended the Epimorphotiko institute.
- The allocation of the teachers to the classes is the responsibility of the Head teacher. The school committee may express a view through its chair but final decision remains with the Heads.
- Any concerns/complaints regarding a teacher should be referred to the Head. The school committee should not deal directly with the member of staff. If the matter is not resolved satisfactorily it should be referred to the GPA chairman who would liaise with all concerned and if need be with the Head of the Educational Mission to resolve the matter.

Responsibilities of the Committees and Head teacher

HEAD: Responsible to

- Set out the school programme and expectations for the year.
- Appointment (approval) of new teachers.
- Allocation of teachers to classes.
- Counter sign the teachers' timesheets.
- All matters to do with the curriculum and evaluation of teachers' work.
- Parents or members of the school committee should not enter the classroom with a view of monitoring a teacher's work. This is the Head's responsibility.
- Monitor, discuss, encourage, and assist all the teachers.
- Children's discipline.
- Responsible person for Child protection.
- All matters which would require additional finance must be referred to the chair of the school committee who would seek prior approval from the GPA.
- The Head is responsible for the upkeep and safe storage of all school records which must be treated as confidential and not be made available to third parties outside the school.
- Promote and support GPA events and functions by encouraging teachers and pupils to attend them. (A few words at assembly is always helpful).

SCHOOL COMMITTEES:

- To assist the Head and teachers as required.
- Collect all fees.
- Make arrangements for fund raising and other events.
- Look after the tuck-shop.
- Liaise between school and GPA officers and Council.
- Assist with Health and Safety and child protection.
- Agree a programme of events with the Head.
- Matters requiring additional expenditure must be cleared with GPA officers first.
- Hiring of additional classrooms must be done through the GPA office.
- Parents or members of the school committee should not enter the classroom with a view of monitoring a teacher's work. This is the Heads responsibility.
- Details of pupils and their parents held by the school committee must be treated as confidential, stored safely and not made available to third parties without the written consent of the persons concerned.

Teachers' timesheets

- The teachers' timesheets should be counter signed by the Head teachers.

Supply teachers

- Only teachers on the approved Supply Teachers list must be engaged. This practice of teachers simply sending in a 'friend' to cover their absence is totally unacceptable and should not be allowed. If it occurs, that person must not be allowed to enter the classroom. (Health & safety issues, DBS checks, competence need to be ascertained first).
- All teachers must be informed that they cannot make such arrangements and if they know of someone who wishes to be a supply teacher that person should get in touch with us or with KEA to be put on the approved Supply Teachers list.

DBS checks

- All teachers must have DBS CERTIFICATE.
- Teachers have just arrived from Cyprus or Greece must have a 'certificate' from their respective Ministry of Education.
- Teachers who are to continue into a second year of secondment must have a DBS certificate before September which means the application will need to be made May/June.
- Each teacher is responsible for the cost of the DBS check and it is their responsibility to apply to KEA or EEA for a refund.
- All volunteers who may have unsupervised contact with children must be DBS checked. The GPA is responsible for the costs.

First aid

- Each school must have a fully stocked first aid box and its whereabouts should be known to all teachers and volunteers.
- There should be an accident/incident book kept and any accidents/incidents should be recorded in it.
- The names of the first aiders should be known to all staff and volunteers.

Health and safety and child protection policies. (Fire drill etc.)

- All staff should read and familiarise themselves with this especially the flow charts.
- There should be a fire drill each term.

Schools Rules and Regulations

- All staff should read and familiarise themselves with the school rules and regulations and escalate any concerns to the appropriate person.

School discipline (Code of conduct, behaviour)

- The Head is responsible for school discipline.
- If a teacher is not able to deal with a matter of discipline it should be referred to the Head.
- The parents of a child must be informed and their assistance requested as early as possible.
- If the matter is serious and all attempts to resolve it have failed the GPA chairman must be informed before suspension or exclusion of a child is considered.
- Suspension or exclusion of a child can only take place with the consent of the Head and the GPA chairman.
- Physical chastisement **is strictly prohibited**.
- Sending a child out of the classroom as a punishment is **strictly prohibited**. (It raises child protection issues and it is counteractive as some children may seek precisely that). An unruly child should instead be send to see the Head. (Steps to make sure that this is safe should be taken first).

Fund raising

- Fund raising is the responsibility of the school committees.
- The Heads and through them the teachers should advice, guide, co-operate in this endeavour.

Class numbers. Cut off point of accepting children.

- In some of our schools we have great demand for places with high numbers. We have had excellent co-operation from the Heads and the teachers and have managed to keep the classroom numbers to what is financially viable.
- The difficulty arises when we have between 17-23 pupils because if we split the one class into two it becomes financially unsustainable. We have used for these classes a teacher and an assistant but we are having some resistance by some teachers. We suggest that classes between 17 and 23 remain as one with as assistant and split into two if they are 24 or above.
- We also need to take into account that not all children will continue throughout the school years but once you split a class into two even if numbers fall it is extremely difficult to get parents to accept that they should be combined again.

School Registers

- Registers must be taken as soon as children go into the class. In the event of evacuation in emergency teachers must take the register with them.
- The registers should be copied for the GPA before the October half term and again before the summer half term.

GPA Facilities and Resources

- The GPA's hall is available for the use of the Heads and teachers if they wish to use it for an event of charge.
- The photocopying and printing facilities are available to both Heads and teachers for printing for our school's needs.

Books

- The GPA will endeavour to resource books and other educational aids which are recommended by the Heads.