
FAIRLEIGH

JOB DESCRIPTION

Job Title:	Teacher
Responsible To:	Head Teacher
Responsible For:	Children attending the Centre in both Morning and Afternoon Sessions.
Relationship With:	Head Teacher Committee Other Staff Parents Support Staff such as Educational Support Worker (ESW) ERO Liaison Officer Advisory Support Groups
Main Objectives:	To work with children in the centre. To help plan and implement the programme. To carry out scheduled duties. To offer support/help to parents. To implement Charter requirements.

KEY TASKS

EXPECTED RESULT

To assist planning and implementation Of a developmentally appropriate programme.	The programme will meet the needs of the children through a variety of experiences and activities.
To monitor/evaluate the success of the Programme through daily and weekly written records.	Appropriate modifications to the programme will be implemented.
To access individual children's development.	Awareness of children's development.
To support and liaise with parents. To be available to parents for consultation regarding their children.	Parents will have confidence in the centre, staff and programme.

To assist in Parent Education programmes.	Open communication between centre and home will exist. Needs of families and children are met.
To carry out scheduled duties including any housekeeping duties necessary in the setting up before, and cleaning up after, sessions.	The maintenance of high standards of hygiene and a secure, safe and healthy environment.
To work as a member of the co-operative staff team.	Positive development of the centre. Increased work satisfaction. Improved programme.
To accept direction from the Head Teacher.	Increased understanding and compliance with Fairleigh's Policies and Charter requirements
To attend staff meetings.	Ideas for programme shared. Mutual staff support. Smooth running of the centre. Achievement of personal goals and increased job satisfaction.
To continue personal professional development.	Increased experience and knowledge. Awareness of new trends and ideas. Increased professional competence. Increased quality of programme. Attendance at relevant activities eg. training courses.
Participate in review process of own performance and goal attainment.	Assessment of past performance and set future goals.