



Elstree School

*Including all of the Pre-Prep Department and Early Years
Foundation Stage*

Staff Supervisory Duties Policy

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Person responsible for Policy: TDW

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Elstree School is a Company Limited by Guarantee No 690450 (England)

1. An Outline of Common Room Duties

The purpose of this paper is to set out, for new members of staff, the main areas of duty. It is not intended to be an exhaustive (or exhausting!) treatise describing in detail every job and chore which a member of staff may be called upon to undertake, but it is hoped that it will provide a fair and honest pen-picture of the level of commitment required of someone who joins the staff at Elstree. As a member of staff becomes more senior and experienced he/she will inevitably be asked to take on extra responsibility.

For 'Master ' please read 'Master or Mistress' throughout this paper.

2. Teaching

- The Director of Studies (in consultation with the Headmaster) year by year arranges individual teaching programs in consultation with the Master himself. The normal load is normally 28-30 lessons per week (a lesson is normally 35 minutes) in addition to preparation of lessons, Prep supervision, marking, Form Tutor's duties and Games.
- Staff usually have their own classrooms, and the boys move round. Each Staff member may spend up to £40.00 per term on classroom aids, decorations, stationery etc., without further permission. Request for more extensive expenditure on books, visual aids, and equipment have to be submitted to the Head of Department, who is in control of departmental budgets.
- Form Tutors have special responsibility for the progress and welfare of the boys in their form. Further details of Form Tutors' responsibilities are set out later in this paper.
- Reports are written on each boy in each subject at the end of the Autumn and Summer terms except ICT, PSHE and PE, where they are written at least once a year. There is also a games report, a boarding report if appropriate and a Form Tutor's report.
- Staff are encouraged to take full advantage of INSET courses, which are advertised in Common Room. The School will meet the full expenses and fees of one course per year for each Master.

3. Games, Activities and Extra-Curricular Activities

Most Staff assist with the taking of games or activities on at least four afternoons each week. Those concerned with the coaching of a team will probably wish to devote further time to the practising of skills and tactics.

Each Staff member takes at least one evening activity after supper from 6.40pm – 7.30pm. Masters should give careful thought as to what they offer as an activity. Non-sporting interests need to be developed as much as the more active ones.

4. Supervisory Duties

Boys of this age need close supervision so that they make good use of their free time and so that they avoid injuring themselves, the fabric of the School, and each other. Staff are required to cover duties that occur during the day – 1st break, 2nd break, Year 3 and 4 lunch break, rest and afternoon buns.

Wednesday and Saturday afternoon duty from 4 – 6pm

Non - Residential staff are required to cover 2 day duties a week

Single Residential staff are required to cover 4 daily duties per week.

Married Residential Staff will complete 3 day duties in a week.

Residential staff will be assigned one evening of boarding duty from 7.30 – 9pm

Boarding staff will be assigned Lock up duty.

Duties on Monday, Tuesday, Thursday and Friday begin at 6pm in the Front Hall seeing off day boys.

Wednesday and Saturday duty begins at 4pm and ends at 6.00pm

Each residential staff member is required to cover at least two weekend duties of 4 hours each per term on either a Saturday evening or a Sunday. Saturday duties usually run from 6 – 10pm, Sunday duties from 10am – 2pm or 2pm – 6pm. Allocation of duties is agreed with the Houseparents and staff concerned. Activities and necessary alterations of timings are at the discretion of the Houseparents.

5. Discipline

Masters are asked to acquaint themselves thoroughly with the contents of Elstree's Behaviour Policy <http://intranet.elstreeschool.org.uk/policy-documents> and to ensure that the boys in their charge adhere to its precepts.

It is earnestly requested that all members of staff are strict and fair in their dealings with the boys, that they back-up the Headmaster and other colleagues and that they assist and guide the Prefects in their duties.

6. Terms and Holidays

Staff need to arrive at School a few days before the start of each term to prepare their classrooms, books and equipment before the boys return; and they need to stay on after for a day or so after the end of term in order to clear up thoroughly:-.

The length of the terms is usually:

Autumn Term	-	14 weeks
Lent Term	-	10 weeks
Summer Term	-	11 weeks.

There are regular Exeat and Half Term breaks. Each Staff has a free half day each week, starting at lunchtime.

7. The Christian Side of the School

Although Elstree is not a religious foundation, it is a School which has always regarded the Christian Faith as the cornerstone of school life. As well as the teaching of RS (a Common

Entrance Examination subject), there are short Morning Prayers in the McMullen Hall, and a weekly Service in the local Church. Boys are encouraged to read their own Bibles with the help of Scripture Union notes.

It is essential that members of staff are fully in sympathy with the Christian side of the School. All members of staff are required to actively support it by attending Morning Prayers and the Church service. Permission for absence would need to be sought in advance from the Deputy Headmaster. Some may be willing to go further and help in the teaching of RS, or take part in the Services and worship.

8. School Functions

During the course of the term there are usually a handful of occasions when the whole School gathers together for a concert, lecture, House competition, etc., and very often parents of boys concerned join with us. There are also parents' meetings arranged during the term. All members of staff are asked to be present on these occasions, to support the boys and meet the parents.

On one or two more formal occasions in the year (the Carol Service or whole school photograph for example) Masters who are entitled to do so may wear academic dress (gown and hood only).

9. Residence

Single Staff living in School accommodation and receiving board and lodging, and married Staff occupying School houses or flats, enjoy these benefits-in-kind free of income tax because they are required by the School **'to occupy such accommodation for the better performance of their duties'**.

In order to substantiate this tax concession, it is required of a resident Master that he should when required:

- If single, do a weekend duty when required and be first on call if required to cover an absent colleague.;
- Attend lunch daily and supervise the boys in his/her charge (except on his/her afternoon off);
- Attend Church services and assist with the subsequent entertainment of visitors; Be prepared to undertake regular dormitory duties if required by the Headmaster;
- Assist with fire practices;
- Support the School teams when home matches are played, and assist with the subsequent entertainment of visitors

It is well recognised that Staff, as well as boys, need time off for refreshment and recreation, if they are to be at their best. However, it is hoped that all resident staff will want to be fully involved with the life of the boarders.

10. Duties of Form Tutors

Pastoral

- Getting to know each boy and as much as possible about each boy -his family, his home, his strengths and weaknesses, his interests and abilities, his problems and his joys, his friends and so on.
- Sort out day-to-day welfare problems -e.g.:
 - Is he receiving regular communications from home?
 - Has he enough good friends?
 - Is he feeling under pressure from other boys in the School?
 - If his parents live abroad, or a distance away, are his friends taking him out?
- Monitor progress in work, extra-curricular activities and behaviour, advising and discussing with the pupil where matters can be improved. Although the English Department is responsible for guiding and monitoring a boy's reading, the Tutor should encourage good reading habits and discuss possible books to read.
- Give praise, encouragement and admonition when appropriate. He should encourage a boy to take responsibility for his actions and to carry out his responsibilities successfully. A Tutor should take any action which a parent would take to see that the boys' time at school is spent with pleasure, purpose and profit.
- Provide opportunities for boys to set their own targets for a term after a careful reading of the previous term's report. Similarly, a self-assessment at the end of the term allows the boy to see if his targets have been achieved.
- Ensuring that boys feel that the Form Tutor is always available if needed for personal guidance and discussion.
- Back up the Personal, Social and Health Education syllabus and the teaching point from Morning 'Prayers' in Form lessons.
- Take a proactive interest in boys' Individual Learning Plans (ILPs) – see SEN/D Policy

11. Administration

- Keep a record on the school data base (iSAMS) of orders, stars, conduct marks, other achievements (distinctions, cups, prizes, certificates etc.). Ensuring that, when a boy changes form, the new Tutor is fully briefed about the boy.
- Issue and make a periodical inspection of the Boys' Diaries and 'Guide to Good Conduct'.
- Making an inventory of valuables, marking of same, and dealing with Lost and Found.

12. Reporting

- Keep the Headmaster fully informed about all relevant aspects of each boy. This will involve helping to draft reports needed by other schools, etc.
- Ensure effective liaison with all other members of staff (including the Care Staff) if it is in the interests of the boy.
- Report on his own Form to other members of staff at Common Room Meetings, when discussion can lead to consolidation of policy about a boy.
- Meet the parents of each boy as regularly as possible. For Boarders, this will include written reports at least twice every term and discussions (in the Front Hall) at the beginning and/or end of Exeats and Half Terms. For Day Boys, the written reports will be complemented by regular discussions in the Front Hall at collection time.
- Writing a report on each boy to be included with each set of interim reports.
- Writing a report on each boy for inclusion in the end of term Report.

- Checking and proof reading the end of term Reports.

13. Supervisory Duties

There are three main aims for every Duty Master:

- To protect the boys from every kind of danger, including to one boy caused by another boy or group of boys.
- To help boys spend their free time profitably and constructively;
- To engender a secure, happy and co-operative atmosphere throughout the School.

There are other subsidiary aims:

- To maintain law and order and to see that the guidelines as published in the Guide to Good Conduct are adhered to.
- To ensure that the premises are kept reasonably tidy:
- To prevent damage to, or abuse of, School property of all kinds, as well as boys' own property and clothing.

We shall never achieve perfection as we cannot be in 10 places simultaneously. Having said that, though, there is no doubt that high quality supervisory duty is a real possibility and this has been the norm rather than the exception at Elstree over the years. Certainly, the boys are immeasurably happier and more secure when there is a strong Duty Master or Duty Mistress around. ("Strong" and "noisy" are not synonymous in this context!)

The Headmaster is in the School most of the time and ready to give any assistance or advice he can. When he is out, the Deputy Head will assume over-all responsibility. If both the Headmaster and the Deputy Head are absent, Staff will be informed as to which senior member of Staff to contact in the event of an emergency.

Please resist temptation to join in the boys' games or to put your feet up in the Common Room while on Duty: one needs to be continuously 'on the beat' if one is to be an effective policeman (of the avuncular variety!).

If any problem or uncertainty does arise in connection with Duty, please raise it with the Deputy Head, the Secretary of Common Room or consult the 'Duty Guidelines' that can be found on the Duties section of the intranet and which are updated termly.

14. Locking-Up Procedure

Boarding Staff must ensure that the following is carried out thoroughly every evening:

Outside:

- Sunley Rooms – windows and doors
- Bat Room - windows and doors
- Old Classrooms - windows and doors
- New Classrooms - windows and doors
- Computer Room – windows and door all locked. Alarm activated.
- Science School – windows and doors

- Music School - windows and door in music classroom; windows in music practice rooms and the fire door that opens into the Old Coach House Courtyard.
- Ancient Classrooms -windows and doors
- Bramall Sports Hall - ensure lights are out. Both fire doors, the outside doors to boys' changing room and external store cupboard are locked. Main entrance to be left closed on keypad only.
- Floodlights on the AWP are switched off (switch in maintenance cupboard)
- Cooper Classrooms – Fire exit door upstairs and downstairs. Front door locked.
- Bike shed – Padlocked
- Swimming Pool cover – Summer term only. Make sure cover is on.
- The Design Technology block are the responsibility of that department and do not come under the jurisdiction of the person on Lock Up.

Main House: -

- Front Door - both inner and outer doors to be locked and bolted
- Long Room and Ward Library – windows
- Masters' toilets –Windows and lights.
- Masters' Door
- Year 8 Common Room and Thomas Rooms – windows.
- Cellars – check lights are out – switch by Thomas Room door at bottom of stairs.
- Drying Room light turned off.
- Boot Room - outer door
- Music Practice Passage – external door and Drum Room window.
- McMullen Hall - fire doors. Leave heating on low in Autumn and Lent Terms
- McMullen Hall passage - outer door
- Common Room - windows in sitting room and work room

The Kitchen and Dining Hall are not the Lock Up staff's responsibility, although Dining Hall lights should be checked.

In addition, please ensure that all lights are out once areas have been vacated. This includes Cellars, the Masters' and Ladies' cloakrooms, and all the rooms that the Duty Master has locked.