
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1200**

POLICY NO: **1212**

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TITLE: **STAFF EMPLOYMENT POLICIES**

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Staff Duty

RATIONALE:

Staff duties are a vital component to maintaining an orderly and safe school environment and are a compulsory component of a teacher job description.

PURPOSE:

Ensure that as many areas of the school are supervised by staff prior to school commencing for the day, at interval, lunch and after school.

GUIDELINES:

- 1 All teaching staff (including part-time) are rostered to school duties.
- 2 The organisation of the duty roster is the responsibility of the house leaders and Deputy Principal.
- 3 Guidelines for specific duties are contained in the staff handbook.
- 4 Prefects are also assigned to school duties to assist staff, the Deputy Principal is responsible for this allocation.

OTHER RELEVANT DOCUMENTATION:

- Staff Manual
- Annual Duty Roster