

[Roles]

Often teachers will report that they do not know who does what role and they are often confused about what to report, and to whom. A common solution to this problem is to have a staff photo board with roles clearly displayed.

Another strategy that teachers have suggested is to hold whole of staff events at your Centre so that teachers, administration, marketing and management staff can become familiar with each other's roles. Whole of staff events go a long way to breaking down barriers and enabling communication. Whole of staff meetings with rotating presentations from key staff are also a good way to ensure that your teachers learn the roles that non-teaching staff perform and become familiar with the reasons why key staff are central to effecting a good student experience.