

Role Profile & Person Specification



Job Title:	Supply Classroom Teacher
Responsible to:	Cover Manager
Terms and Conditions:	Casual contract - Pay Scale according to experience

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

- To provide a high quality of education in the absence of regular classroom teachers.
- Contribute to the teaching of an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the designated curriculum area as appropriate.
- Monitor and support the overall progress and development of students.
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Contribute to raising standards of student attainment.
- Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Key Areas of Responsibility

- **Teaching and Learning**
- Deliver appropriate lessons plans and schemes of learning.
- Contribute to the Curriculum Area and Department's Improvement and Development Plan.
- Plan and prepare courses and lessons.
- Teach, students according to their educational needs, including the setting and marking of work.
- Ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students.

We are part of...

WENSUMTRUST

FOR CHILDREN, FAMILIES AND COMMUNITIES

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- Promote good behaviour in accordance with the school's Rewards and Sanctions Policy and to encourage good practice with regard to punctuality, for all students, differentiating appropriately and using a range of teaching and learning methods.
- Prepare and update subject materials under the direction of the Head of Department.
- Contribute to the whole school's planning activities.
- **Assessment and Reporting**
- Assess, record and report on the attendance, progress, and development and attainment of students and to keep accurate records.
- Undertake assessment of students as requested by departmental and school procedures.
- Mark, grade and give written/verbal advice on how to improve.
- Complete registers accurately in SIMS records to assist in the tracking of students.
- Track student progress and use information to inform teaching and learning.
- Communicate effectively with the parents of students as appropriate.
- Follow agreed policies for communications in the school.
- **Resource Management**
- Ensure that the resources are deployed efficiently within their teaching areas.
- Assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.
- **Professional Development**
- Continue personal development in the relevant areas including subject knowledge and teaching methods.
- Engage actively in the Performance Management Review process.
- Engage with Learning Support Assistants fully (including sharing content of lesson plan SOW) so that the student receives the best possible opportunity to improve.
- Work as a member of a designated team and to contribute positively to effective working relations within the school.
- **Other Specific Duties**
- Play a full part in the life of the school community to support its ethos and to encourage staff and students to follow this example.
- Support the school in meeting its legal requirements for worship.
- Comply with the school's Health and Safety Policy and undertake risk assessment as appropriate.
- Undertake any other duty as specified by STPCD not mentioned in the above.

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Safeguarding

- Undergoing regular refresher training to ensure your safeguarding knowledge is as up to date as possible and in line with new guidance.
- Ensuring effective use of reporting and recording systems.
- Communicating with families on the school's policies and procedures, as well as any concerns or referrals where appropriate.
- Uphold statutory and school safeguarding measures at all times. Maintain a professionally curious attitude of "it could happen here" in every aspect of the role.
- To support the development and monitoring of student awareness of safeguarding.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown but, in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

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Person Specification	Essential	Desirable
Personal Attributes	• Relational • Self-aware • Curious • Accepting • Empathetic • Reflective • High Levels of drive and energy • High levels of interpersonal skills • Commitment to comprehensive education and high student expectations. • Ability to set and achieve realistic goals for students • Ability to support, motivate and inspire others. • Ability to impose calm. • Ability to work as a team.	
Qualifications	• Graduate with Qualified Teacher Status • Recent relevant professional development	• Higher Degree
Professional Knowledge and Understanding	• Special educational needs, code of practice (revised) etc. • Child protection issues • Strategies for school improvement • Strategies for developing effective teaching/learning • Strategies for ensuring good behavior.	• Relational practice
Skills	• Ability to think strategically and successfully implement agreed strategies. • Ability to analyse and solve complex issues with an eye for detail. • Ability to work effectively with staff, students, governors, parents and the community. • Ability to liaise and work with middle managers to promote the education of all children.	

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Skills cont.	• Ability to inspire and lead a class of students. • Ability to use Added Value data to promote learning and to set targets appropriate to pupils' abilities and needs. • Ability to liaise with outside agencies.	
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