

	Job Description	
	Role: Supply Teacher	
	Grade: MPS/UPS	Reports to: Cover Manager
	Role specifics: Hourly rate variable hours' contract	

Purpose of the Role

To supervise classes during short-term absence of class teachers.

To provide fixed term cover, within your subject specialism, during pre-planned absences of class teachers.

To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay & Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.

Main Areas of Responsibilities

- Register students according to the school procedure.
- Discuss cover work with class teachers for planned absence and/or liaise with the appropriate staff (Heads of Department, subject leaders, teachers) regarding the work set so that the requirements are fully understood.
- Supervise work that has been set by a class teacher and provide timely feedback.
- Provide students with clear information and instructions relating to the work they are to complete.
- Manage the behaviour of students whilst they are undertaking this work in order to ensure student safety and to create an environment conducive to learning and to communicate concerns and issues to the relevant person.
- Manage the learning of students with Special Educational Needs including reviewing pupil passports and supporting documents on SIMS.
- Liaise with Class Teacher/Pastoral Staff (HOH, Student services) as to the best ways to manage students with SEMH.
- Respond to any questions from students about process and procedures.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Understand and follow the school's Teaching and Learning Policy and, in particular, celebrate pupil success whenever possible.
- Report, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising.
- When providing pre-planned fixed term cover, undertake the cover for tutor base time during registration.
- Provide additional learning activities if work is complete before the session is finished.

Professional Standards and Development

- To be a role model to pupils through personal presentation and professional conduct.
- To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
- To establish effective working relationships with professional colleagues and associate staff.
- To meet all the standards for Professional Practice, outcomes, relationships, development and conduct.
- To contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations.
- There is an expectation that the post holder will maintain up-to-date training and teaching standards, in line with changes in legislation and safeguarding expectations. This may include a requirement to attend relevant INSET sessions.

Equalities

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, food safety, confidentiality and data protection, and report all concerns to an appropriate person.

There will be times when the post holder works alone and they must be prepared to take all appropriate health and safety precautions, taking responsibility for themselves and the site whilst on duty.

Disclosure & Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure, with list checks, will be sought through the Disclosure & Barring Service as part of the School's pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

Additional Information

The postholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

	Essential	Desirable
Qualifications	• Degree • QTS	Evidence of continued professional development in area of expertise.
Experience and Training	• Proven track record of working well with young people • Ability to make accurate judgements with regard to the quality of learning and teaching and student progress. • Sound understanding of safeguarding principles and support of students with SEN • Ability to present information clearly to a class of students	• Experience in the use of SIMS or similar School Information Managements software • Confidence in using ICT packages – Word, Excel and PowerPoint, Google Drive & Classroom

Personal Qualities	• Confidence to engage and supervise a classroom of students • Excellent communication skills with adults and students • Ability to motivate and inspire students to learn • Be flexible and adjust to changes in the working demands of the day • Demonstrate empathy for children with a wider ranging of needs	
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Line manager name:	
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Postholder signature:	
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Line manager signature:	
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Date:	
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