

# **JOB DESCRIPTION**

**Job Title:** Supply Teacher

## **Main job purpose**

To effectively teach designated students and to undertake associated pastoral and general teaching duties in order to provide high quality and continuity of education to pupils in the absence of their 'regular' class teacher.

## **Key Duties:**

- Contribute to the provision of a safe, secure learning environment. To ensure the effective/efficient deployment of classroom support.
- To work as a member of the school team and to contribute positively to effective working relations within the school.
- Supply appropriate planning materials, following school plans where provided. Implement and maintain the behaviour policy of the school.
- To maintain appropriate records and to provide relevant accurate and up-to-date information e.g. registers, data systems.
- To continue personal development in relevant areas including subject knowledge and teaching methods.
- Carry out the duties of the 'regular' teacher i.e. covering form classes, taking class registers, attending school assemblies.
- To contribute to the process of monitoring and evaluation in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To complete the relevant documentation to assist in the tracking of students.

## **Additional Conditions:**

- Create and maintain positive and supportive relationships with staff, parents, community, and all stakeholders.
- To undertake appropriate professional development.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To be an effective team player
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.

# PERSON SPECIFICATION

<b>Qualifications</b>	A degree in a related subject, or equivalent.
	Qualified Teacher status
	Have passed the professional skills test in numeracy, literacy
<b>Professional Knowledge and Understanding</b>	Knowledge and understanding of a range of teaching, learning and behaviour management strategies
	Knowledge of safeguarding in schools
	Experience of supporting students with varying abilities in a classroom setting
	Experience of working with students with SEND, EAL and other vulnerable groups is desirable
	Knowledge, awareness and understanding of the importance of equality, inclusion and diversity in teaching
<b>Professional Skills/Attributes</b>	Outstanding communication and organisational skills
	A confident and competent user of ICT
	Ability to provide timely, accurate and constructive feedback on attainment, progress and areas for development.
	Awareness of the professional duties of teachers and the statutory framework within which they work
	Awareness of the professional duties of teachers and the
	High standards of behaviour in the role in line with Teachers' Standards
	Evidence of commitment to further professional development