

Position: - Supply Teacher

Job Title:	Supply Teacher
Hours:	Full Time/Part Time
Contract Type:	Permanent/Temporary
Salary:	£18.33 per hour
Responsible to:	Headteacher/Senior Leadership Team

Job Description:

We are looking to engage a Supply Teacher, to work alongside other colleagues from the school. You should be hard-working, organised, skilled in communication, able to motivate and inspire others as well as enjoying working collaboratively with colleagues.

General Main Duties and Responsibilities:

- 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.
- 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.
- To teach and promote the learning of pupils in the classroom setting at the direction of the Head Teacher, often at short notice.
- To demonstrate a commitment to positive behaviour management.
- To promote, maintain and supervise the health and safety of pupils engaged in authorised school activities both on the school premises and elsewhere.
- When working in a school, attend to the administration for and accept responsibility for the pastoral needs of a class/group and to liaise with the Head Teacher and other colleagues (when appropriate) on particular pastoral problems.
- Set tasks which challenge pupils and ensure high levels of interest.
- Set appropriate and demanding expectations.
- To take responsibility for the education and welfare of a designated class in accordance with the school's aims, objectives, policies and schemes of work.
- To teach and promote the learning of pupils in accordance with the National Curriculum so as to ensure pupils receive a broad and balanced curriculum appropriate to the age, ability and needs.
- Set, mark, record and return any work in accordance with the schools policy and practice.
- To plan activities and experiences appropriate to the age, ability and needs of the pupils related to the National Curriculum and ensure that children receive a broad, balanced curriculum.
- To follow the policies, schemes of work and planning arrangements of the school.
- To ensure the well being of all pupils by celebrating the achievements and progress of each child in accordance with the school's systems and procedures
- Assist with the normal pre-start, break and after school duties as required.

- **Data Protection:**
- Work within the requirements of Data Protection legislation at all times ensuring student data is kept safe.
- Report any potential or actual data breaches to the person responsible for data protection in school.
- **Timesheets:**
- Submit time sheet to authorised person on a weekly basis.
- Call the school if you are unable to attend a booking or if you are going to be late to arrive at a booking

Supply Teacher – Personal Specification

	Essential:	Desirable:
Qualification: Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none"> • Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns. • Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols reporting any concerns to the Designated Safeguarding Lead . • 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 • Knowledge, awareness and understanding of the importance of equality, inclusion and diversity in teaching • 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 • High standards of behaviour in the role in line with Teachers' Standards • Evidence of commitment to further professional development • Commitment to ensuring that every child has the opportunity to reach their full potential • Knowledge of current education issues and developments • Effective interpersonal and communication skills 	<p>Experience of working with students with SEND, EAL and other vulnerable groups is desirable</p>

	<ul style="list-style-type: none"> • An excellent classroom practitioner • Ability to create an attractive classroom environment which stimulates children's interest and supports their learning • Able to demonstrate a range of strategies to support positive behaviour. • Knowledge of information technology across the curriculum • A commitment to a creative curriculum and personalised learning • Able to work collaboratively with all members of the school community • Ability to manage time and resources efficiently • Awareness of recent and forthcoming educational developments and their implications 	
Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 • Ability to undertake manual work and to perform tasks 	
Personal Qualities:	<ul style="list-style-type: none"> • To continue personal development in relevant areas including subject knowledge and teaching methods. • Positive approach to children • Enthusiastic, creative and committed approach to learning and teaching • A clear educational philosophy that includes an understanding of how children learn • Commitment to continuous school improvement • Commitment to Inclusion and Equal opportunities • A sense of humour • A commitment to learning for all. • Committed to safeguarding and promoting the welfare of children. • Ability to work with support staff 	

The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

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