

## **Supply Teacher – Job Description (page 1 of 2)**

**Job Title:** Supply Teacher **Reports To:** Headteacher and Supply Tree Recruitment

### ***Main Duties: Deliver Prepared Planning, Teaching and Class Management***

- To teach allocated pupils by effectively delivering planning (usually provided) and teaching to achieve progression of learning through:
  - identifying clear teaching objectives and specifying how they will be taught and assessed;
  - setting tasks which challenge pupils and ensure high levels of interest;
  - setting appropriate and demanding expectations;
  - setting clear targets, building on prior attainment;
  - identifying SEN or very able pupils;
  - providing clear structures for lessons maintaining pace, motivation and challenge;
  - ensuring effective teaching and best use of available time;
  - monitoring and intervening to ensure sound learning and discipline;
  - working in accordance with school policies, providing excellent moral, social, spiritual and cultural role models;
  - putting the needs of the school's pupils first and actively promote and enthusiasm to learn;
  - actively promoting environmental sustainability;
  - To use a variety of teaching methods to:  
match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
  - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
  - select appropriate learning resources and develop study skills through library, ICT and other sources;
  - ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
  - evaluate their own teaching critically to improve effectiveness.
- To liaise with other teachers in the year group, key stage and, where appropriate, other phases, in delivering each area of the curriculum.
- To take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies, and particularly the foundations for literacy and numeracy.
- To encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively.
- To use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.
- To manage parents and other adults in the classroom.

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### **2. Monitoring, Assessment, Recording, Reporting To:**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- *assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving; (applies only to Regulated long-term posts)*
- *prepare and present informative reports to parents (applies only to Regulated long-term posts)*

### **3. Other Professional Requirements To:**

- have attained the National Standards for Qualified Teacher Status;
- enhance and update their teaching skills through continuing professional development;
- have a working knowledge of teachers' professional duties and legal liabilities;
- always operate within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- *contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school; (applies only to Regulated long-term posts)*
- take responsibility for their own professional development and duties in relation to school policies and practices;
- *liaise effectively with parents and governors; (applies only to Regulated long-term posts)*
- take on any additional responsibilities which might from time to time be determined.

### **4. To fully comply with the safeguarding and child protection policy (From Supply Tree and the school)**

This job description is not exhaustive and will be subject to periodic review and it may be amended to meet the changing needs of the business.

**Person Specification** (*anything in Italics is for regulated/long-term roles only*)

Key Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>• Have qualified teacher status.</li> <li>• Proven experience of teaching in EY or a key stage. NQTs are welcome to apply</li> </ul>	Use of ICT to support teaching and learning.
Knowledge & Understanding	<p>A secure knowledge of a key stage and recent experience of working/teaching in schools</p> <ul style="list-style-type: none"> <li>• A secure knowledge and understanding of Safer Working practise</li> <li>• Ability to <i>plan and</i> deliver stimulating lessons.</li> <li>• <i>Be able to keep detailed records and monitor children's progress (Regulated roles only)</i></li> <li>• Be able to use a variety of behaviour management strategies to support positive behaviour</li> <li>• Understand SEND</li> <li>• Keep up to date with current initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of recent and relevant professional development.</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>• Be an excellent teacher.</li> <li>• Ability to differentiate for individuals.</li> <li>• Understand learning styles and child development.</li> <li>• Be able to work as part of a team.</li> <li>• Effective interpersonal and communication skills</li> </ul> <p><b>Committed to Safeguarding and child protection and the well-being of all pupils</b></p>	Experience of leading a curriculum area in school.
Working with others	<ul style="list-style-type: none"> <li>• Be able to build positive relationships with children and adults.</li> <li>• Be a role model to staff, children and the community. • Liaise with and report to parents, governors and outside agencies when required.</li> </ul>	Show experience of working alongside others.
Personal Attributes	<ul style="list-style-type: none"> <li>• Organised.</li> <li>• Flexible.</li> <li>• Enthusiastic.</li> <li>• Committed.</li> <li>• Self-motivated</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Show initiative</li> <li>• Resilient</li> <li>• Be reflective on own practice.</li> <li>• Have a desire to engage in own professional development.</li> <li>• Good sense of humour!</li> </ul>	

# **SAFEGUARDING STATEMENT**

**All staff are provided with a full Safeguarding policy at induction. Below is an extract outlining our commitment to Safeguarding**

At Supply Tree Recruitment we are committed to Safeguarding and promoting the welfare of all children and young people. Our Safeguarding Policy (emailed to all staff as part of the induction process) has been created to ensure that all the children our teaching staff meet are safe and free from harm. To achieve our commitment, we constantly ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff.

We are committed to inspiring, challenging and safeguarding the children (our staff work with):

- Enabling them to become successful learners, who enjoy learning, make progress and achieve;
- Confident individuals who can live safe, healthy and fulfilling lives;
- Responsible citizens who make a positive contribution, both socially and economically, to society.

**How we work with staff to ensure that this policy is followed;**

- Level 2 Safeguarding Training is provided every year for all teaching staff, everyone is invited (Every teacher is required to attend at least biannually)
- All Staff are required to read, understand and adhere to this policy

As part of their induction to Supply Tree, all staff are given the following information in child protection matters.

- They are made aware of procedures relating to child protection in terms of their own actions and the need to pass information on to appropriate staff.
- If a member of staff suspects that a child is a victim of abuse or a child discloses that he/she is being abused, information must be passed without delay to the Designated Child Protection Officer who has a legal procedure to follow in all cases of disclosed or suspected abuse.
- We take our responsibility for the care and welfare of our students as a matter of the highest importance.
- We pride ourselves on being respectful and supportive of each other. There is an emphasis on the importance of care: for us, each other, our community and our environment.
- Our teaching and support staff are committed to ensuring that children learn and grow within a consistently safe, supportive environment.