



Teaching Staff Job Description

TITLE:	Supply Teacher
Working arrangements:	As agreed with the employing school
Location:	As agreed with the employing school
Pay:	Samuel Ward Academy Trust daily rate (as appropriate)
Responsible to:	Headteacher or designated member of the school's Senior Leadership Team (SLT)
Date:	June 2016

INTRODUCTION

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the Core Values at all times;
- Nurturing students' passions and interests and stimulating their intellectual curiosity;
- Continuously raising students' aspirations and self-esteem;
- Provision of high quality teaching and learning experiences

JOB PURPOSE

To teach designated pupils and to undertake associated pastoral duties as well as other general responsibilities in the school as agreed with the Headteacher, having full regard for the school's ethos, aims and policies.

MAIN DUTIES

1. Teach pupils according to their individual needs;
2. Complete planning, preparation and assessment of work in line with the agreed policies of the school (longer term assignments only, as agreed).
3. Monitor and be responsible for the use of teaching resources provided for the class.
4. Supervise the use of support staff relevant to the class.
5. Implement and maintain the discipline and behaviour policy of the school.



6. Be responsible for monitoring and reporting to parents on the progress of pupils in the class (longer term assignments only and by prior agreement with the Headteacher or SLT member).
7. Contribute to the provision of a safe, secure learning environment.
8. Ensure that each child is taught within a framework of equal opportunities.
9. Be responsible for the maintenance and efficient and effective use of teaching/learning materials allocated.
10. Ensure that the classroom is kept tidy and attractive.

The above details are not exhaustive and the post holder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by the Headteacher or Line Manager. Any such requirement will be discussed and agreed with the Supply Teacher in advance.

Requirements are likely to vary according to the length of the placement i.e. a Supply Teacher covering a long term, planned absence will be required to undertake a wider range of tasks than a Supply Teacher covering for a short term, or unplanned absence.

SAFEGUARDING Samuel Ward Academy Trust is committed to safeguarding and promoting the welfare of children and young persons at all times.

The Supply Teacher, under the guidance of the individual schools' Leadership Teams, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
3. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
4. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
5. Undertake any other reasonable tasks and responsibilities as requested by the Headteacher or a member of the Senior Leadership team, which fall within the scope of the assignment.