



## **SUPPLY SUBSTITUTE TEACHER**

### **PERSON SPECIFICATION**

The successful applicant will:

- Be a fully qualified teacher with at least 2 years of experience working in a UK or British International School
- Be experienced in teaching across the primary and middle school age ranges.
- Experience in delivery of the English National Curriculum & IMYC is advantageous
- Have excellent planning, organisation and communication skills
- Be able to work as part of a high performing team
- Be confident in the use of ICT to enhance children's learning
- Be committed to regular and ongoing professional development
- Demonstrate a knowledge of Child Protection / Safeguarding practices
- Be a fluent English speaker

### **JOB DESCRIPTION**

The primary duties and responsibilities of the Supply Teacher are outlined below. Other duties of an appropriate level may also be required.

#### **TEACHING AND LEARNING**

- Organisation of personal timetable, planning, classroom and pupils' work with due regard to the requirements of the curriculum and school policies as appropriate.
- Teaching, according to the set planning and taking into account the educational needs of the pupils assigned to him/her, including the setting and marking/assessing of work to be carried out by the pupils in the SCHOOL and elsewhere.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both in the SCHOOL and in authorised activities elsewhere.
- Participating in the school's programme of in-service training as required.

#### **ADMINISTRATIVE**

- Assessing & Marking of all pupil work undertaken during cover period.
- To attend school functions and events as required.

#### **STANDARDS**

- Promoting the ethos of the school by demonstrating a caring, positive and tolerant attitude.
- Setting a high standard in the organisation of the classroom and the display of children's work where appropriate.
- Teaching which shows a thorough understanding of the subject matter and appropriate use of resources. Activities are differentiated appropriately for the pupils involved.



- Lessons where the pupils are aware of the objective and where opportunity is given for reflection and evaluation.
- Maintaining co-operative professional relationships with all members of the school community.
- Setting a good example in terms of dress, punctuality and attendance.

**OTHER**

- EMPLOYEE will report and be responsible to the Head Teacher and / or appropriate Phase-Leader.