

**Job Description:
Prep School
Supply Teacher**



Aims:

- To be responsible for the pastoral care and discipline of a class.
- To complete the daily administrative management of the assigned class.
- To support the teaching and learning of all pupils whom you teach and/or have pastoral responsibility for during your deployment.
- To promote and safeguard the welfare of children and young people for who you are responsible and with whom you come into contact

Specific Responsibilities:

Tutor Group Administration:

- Manage attendance by following registration, lateness and absence processes.
- Handle relevant whole-school and individual communications to pupils and parents / guardians.
- Use Behaviour for Learning .
- Keep assigned classroom, neat, tidy.

Relationships with pupils:

- Be the first point of contact for pupils for resolving issues.
- Act as a calm, authoritative figure for the class/form group.
- Ensure good class/form relations.
- Report any 'Pupil Concerns.
- Immediately report any safeguarding concerns to the Headteacher.

Other:

- Work collaboratively with other colleagues.
- Attend staff meetings.
- Follow up any initiatives, directives or recommendations made by SLT and/or Senior Teachers.
- Deploy TAs effectively to promote children's learning.
- Carry out playground and lunch duties as per staff rota.
- Submit timesheets in accordance with the requirements of the payroll team

This job description will be reviewed as and when necessary in accordance with the needs of the School.

09/11/2023