



## **SUPPLY TEACHER JOB DESCRIPTION**

**Responsible to:** Head Teacher  
**Responsible for:** Class teaching Primary  
**Reviewed by:** Headteacher  
**Salary:** MPS

### **Job Purpose**

Ensuring that all primary pupils attain their potential through the effective delivery of effective, high-quality teaching.

#### **Primary Teacher**

Responsible to: Headteacher and Governors

#### **The successful candidate/s will be expected to:**

- deliver a suitable curriculum to all the children in the class, through appropriate planning and management in relation to their age, ability, aptitude and needs in accordance with all Statutory Education Acts;
- co-operate with other members of staff, planning work together based on the National Curriculum Programmes of Study. Carry out school policy in consultation with the Headteacher, SLT and other teaching staff;
- facilitate children's learning through teaching programmes based on their individual needs, adapting teaching as needed and, for some students, differentiating;
- When appropriate, assess children's progress on a regular basis, and keep written records of assessment;
- create a stimulating classroom environment ;
- establish a caring atmosphere in the classroom and understand the importance of developing positive relationships with all pupils;
- demonstrate knowledge and experience of SEND issues, with the ability to support practically in class;
- liaise closely with other staff;
- When appropriate, plan for, supervise and ensure the effectiveness of the working of a Teaching Assistant as available;

- When appropriate, co-ordinate and supervise the role and contributions of any volunteers assisting in the class;
- make effective use of the ICT facilities available within the school, adhering to the acceptable use policy;
- When appropriate, contribute to whole school initiatives.
- To work as a team to ensure safeguarding is a priority, understanding that safeguarding is everyone's responsibility.

## Expectations

1. As appropriate, the postholder's duties must be carried out in compliance with the following:
  - Trusts Equality Scheme
  - Information Security Policies
  - Financial Regulations
  - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly, as required
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. To work at all times within Code of Conduct of the Safeguarding Policy
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

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*This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's professional responsibilities and duties.*

**Signed:**  
Executive Headteacher

**Signed:**  
Postholder

**Date:**

**Date:**

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