

Job Description

Title:	Supply Teacher (Primary Schools)
Department:	Education and Children
Responsible to:	Headteacher
Hours:	As and when required. There is no obligation for those on the Supply list to undertake work or indeed for the Department of Education and Children to provide work.
Terms and Conditions:	In accordance with the Isle of Man Department of Education and Children's Terms and Conditions of Service for Teachers' document and within the range of duties set out in that document relevant to the Supply Teacher role.

Relationships

- the Supply Teacher is accountable to the Headteacher
- the Supply Teacher will liaise with all members of staff, but in particular the School Leadership Team

Accountabilities

To fulfill the role of Supply Teacher, working alongside other colleagues from the school, displaying high expectations of the academic work and behaviour of pupils and in compliance with the policies of the school and the Department of Education and Children.

Responsibilities

- teaching all areas of the primary curriculum;
- taking responsibility for the progress of a class of primary age pupils;
- organising the classroom and learning resources, including new technologies, to create a positive learning environment in which all children's learning is maximised;
- planning, preparing and presenting lessons that cater for the needs of the whole ability range within their class;
- deploying a wide range of teaching strategies in order to meet the needs of a variety of learners;
- planning and preparing effectively for lessons and sequences of lessons, in the light of assessments, information and in accordance with the School's policy;
- communicating with pupils and presenting new ideas to them in an interesting, inspiring and motivating way;
- acting as a purposeful, inspiring and creative role model for pupils;
- providing care and support for pupils and be responsible for the welfare, discipline, health and safety of pupils;
- assessing and keeping appropriate, up-to-date records of pupil development and progress, in accordance with the school's policy;
- influence the direction of a subject area or areas;
- working with others to plan and coordinate work;
- keeping up-to-date with new ideas in education and ensuring the curriculum provided reflects the principles of Essentials for Learning;
- promoting independent learning;

- fulfilling the requirements set out in the Teachers' Standards document (and/or any other relevant standards which form part of agreed terms and conditions for teachers in England);
- liaising with colleagues and working flexibly;
- being responsible for organising the classroom environment such that it creates a purposeful, inspiring and stimulating environment for learning;
- working with parents and school governors to maximise their involvement in the school and the development of resources for the school;
- develop positive, professional relationships with parents in support of children's learning and report to them formally and informally about the achievements of their child(ren).
- contribute positively to maintaining and developing the ethos and values of the school;

Other Duties:

- treat people fairly and equitably, with dignity and respect, to create and maintain a positive school culture;
- reflect critically on own practice and work collaboratively with others to improve
- fully implement the policies of the Department of Education and Children;
- reflect the values of the school in day-to-day practice;
- in teaching classes, groups or individuals, to be fully conversant with and follow the policies of the School and to implement them in day-to-day practice;
- supervise children and ensure safety and good discipline around school, in the playground, in corridors, as well as in classrooms;
- assist in the identification of SEN pupils and ensure their needs are met;
- participate in the Performance Management process, as indicated in the policy of the school.
- ensure that class registers are kept up-to-date.

General Responsibilities:

- responsibility is for a Class, but the School reserves the right to move Supply Teachers to any class
- pastoral care responsibility is for all pupils, in particular those in the Class providing cover for

Key Tasks – will be set, at the beginning of the Supply cover period, and in accordance with the needs of the school.

Safeguarding

The Department of Education and Children is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings in-set days etc, as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Isle of Man Safeguarding Children's Board Inter Agency Child Protection procedures and the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the designated Child Protection Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Headteacher.

Oct 2012