

St Wystan's School

Job Description: Supply Teacher	
Responsible to:	Headteacher
Job Overview	To carry out the functions of a teacher at St Wystan's School in accordance with the aims and objectives of the School and the section in which he/she is teaching.
Duties and Responsibilities:	<p>Teaching and Learning</p> <p><i>Form teacher</i></p> <ul style="list-style-type: none"> • To be responsible for the general order of the form and its day-to-day administration; • To create and manage a caring, supportive, purposeful and stimulating environment, conducive to children's learning; • To be a pivotal person for each pupil, overseeing well-being and pastoral care of each pupil and reporting concerns to the deputy head; • To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning if long term supply; • To enable pupils to develop positive attitudes to learning; • To promote high standards of behaviour and discipline; • To promote actively strong and positive relationships with parents and carers, communicating with them about all aspects of their children's education – academic, social and emotional; • To deliver high quality, differentiated lessons in line with the School's schemes of work – depending on length of supply, this may involve planning lessons or following the planning of the class teacher.
	<p>Training and Development</p> <ul style="list-style-type: none"> • To take responsibility for own continuous professional development including attending relevant training and CPD; <p>General Requirements</p> <ul style="list-style-type: none"> • To promote and safeguard the welfare of pupils across the school; • To maintain high professional standards of attendance, punctuality, appearance and conduct; • To maintain positive, relations with all stakeholders; • To share regular supervisory duties as required; • To support the School's responsibility to safeguarding pupils; • To promote the good name and reputation of the School; • To adhere to School policies and procedures.
Key Skills & Knowledge	<ul style="list-style-type: none"> • Outstanding classroom practitioner; • Knowledge and understanding of safeguarding procedures;
Personal Competencies & Qualities:	<ul style="list-style-type: none"> • Enthusiastic individual possessing drive, energy and commitment; • Ability to plan, prioritise and manage a varied workload. • Team focused and prepared to volunteer a helping hand as required; • Commitment to the highest standards of educational and pastoral care for all pupils.

Terms & Conditions	<p>Hours of Work</p> <ul style="list-style-type: none"> • Supply work as required • St Wystan’s Salary Scale - dependent on experience. <p>Safeguarding Children</p> <ul style="list-style-type: none"> • St Wystan’s School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an enhanced DBS check.
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Person Specification: Form teacher and computing/online safety lead			
	Essential	Desirable	Assessment
Qualifications	<p>Appropriate teaching qualifications including QTS</p> <p>Willingness to undertake further training to continue professional development</p>	<p>Evidence of ongoing professional development</p>	<p>DfE number/certificates</p> <p>Application Form</p> <p>Interview</p>
Experience	<p>Experience of teaching Reception – Form 6</p>		<p>Application Form</p> <p>Interview</p> <p>Teaching observation</p>
Skills and Abilities	<p>Excellent classroom practitioner</p> <p>Effective communicator</p> <p>Understanding of meeting the needs of pupils in mixed ability classes</p> <p>Ability to accommodate different learning styles within teaching</p> <p>Knowledge and understanding of delivering a stimulating curriculum with cross curricular links</p> <p>Demonstrate a range of strategies for dealing with a variety of behaviours</p>	<p>Knowledge of current innovative practice in primary schools</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

Motivation and Personality	<p>Self-motivated</p> <p>A sense of humour</p> <p>Attention to detail</p> <p>Appreciation of the importance of a 'team' philosophy</p> <p>Able to work effectively with a wide range of fellow professionals, external agencies and others</p>		<p>Application form</p> <p>Interview</p>
Educational Values	<p>Commitment to teaching approaches which encourage all children to give their best irrespective of ability, gender, ethnic or social background</p> <p>Recognition of the importance of a stimulating environment</p>		<p>Application form</p> <p>Interview</p>
Other Factors	<p>Eligibility to live and work in the United Kingdom</p> <p>Suitability to work with children</p> <p>Willing to react flexibly to new or unexpected situations</p>		<p>Interview</p> <p>Required documentation for eligibility</p> <p>DBS and Barred List checks</p>