



GREAT WALSTEAD
SCHOOL

Job Description

Job Title: Supply Teacher

Responsible to: Director of Studies

Main Purpose of role

This appointment is a superb opportunity for a well-qualified, dynamic teacher provide high quality supply teaching.

TEACHING AND LEARNING

- Carry out teaching duties in accordance with the school's schemes of work
- Coordinate with the Director of Studies to ensure pupils progress
- Demonstrate good practice in the teaching areas of responsibility
- Monitor teaching and learning activities in the classroom, take responsibility for a classroom and ensure that it remains a facility conducive to high quality education.
- Identify and teach study skills that will develop pupils' ability to work independently.

STANDARDS AND QUALITY ASSURANCE

- Support the aims and ethos of the school, and contribute to and support the spiritual side of school life.
- Set a good example in terms of dress, punctuality and attendance.
- Uphold the school's behaviour code and uniform rules.
- Participate in INSET and undertake appropriate further training as part of the professional development programme, where applicable.

Person Specification

Criteria	Essential	Desirable	Evidence
Qualifications			
	<p>Qualified teacher status</p> <p>Evidence of continued professional development.</p>		
Experience			
	<p>Outstanding teaching in a relevant environment.</p>		
Curriculum			
Learning & Teaching	<p>Awareness of current developments in education and their implications for learners and teachers.</p> <p>Understanding of effective strategies for teaching, learning, assessment and evaluation.</p> <p>An interest in how pupils learning can be extended at all levels.</p>	<p>Experience of classroom observations.</p> <p>Experience of monitoring and evaluating the quality of learning and teaching.</p>	
Standards of Achievement	<p>Understand characteristics of high achievement and their evaluation.</p> <p>Understand the target setting process.</p> <p>Understand effective use of data to improve learning.</p> <p>Understanding of the process of performance management.</p>		
Curriculum	<p>Understand the effective planning of the curriculum, including assessment for learning, recording and reporting to parents.</p> <p>Experience and understanding of planning</p>		
Relationships	<p>Able to inspire children.</p> <p>Able to establish and maintain good relationships with children, parents and colleagues.</p> <p>Motivate and support staff with a willingness to share knowledge, ideas and expertise.</p> <p>Confident in managing conflict and staff expectations.</p> <p>Commitment to the school's wider community.</p>		

Skills			
Communication/Interpersonal	<p>Excellent communicator with children and their families with the ability to build effective relationships and work in partnership with them.</p> <p>Ability to communicate effectively verbally and in writing.</p> <p>Resilient under pressure.</p> <p>Able to deal sensitively with people and resolve problems.</p> <p>Positive, enthusiastic and motivated approach.</p>	A highly effective organiser.	
Technology	Competent in the use of IT.		
Behaviours/Values			
	<p>Self-motivated and positive when faced with challenge or change.</p> <p>Boundless energy, enthusiasm and willingness to contribute fully to the life of a busy Prep school with a flexible approach and a sense of humour.</p> <p>Eagerness to investigate how children learn and in what contexts they learn best.</p> <p>Willingness to take responsibility and to work both alone and as part of a team.</p> <p>A suitable person to work with the children under the terms of the Children Act and other relevant legislation.</p> <p>The ability to form and maintain appropriate relationships and personal boundaries with children.</p> <p>Commitment to the values and ethos of Great Walstead School.</p>		

Terms and Conditions

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headmaster to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but following consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job which are commensurate with the salary and job title.