

Junior School Supply Teacher



Responsible To | Head of the Junior School

Job Purpose | To teach each class for which you are timetabled

Main Areas of Responsibility

1. To deliver the curriculum in a manner appropriate to the age and ability of the pupils concerned, following the agreed syllabus or scheme of work.
2. To mark all work taught and homework set in accordance with school procedures.
3. To keep records of attendance for each class taught.
4. To ensure good order prevails in the classroom so that learning can take place.
5. To contribute to the school's system of assessment of pupils.
6. To be aware of and play an appropriate part in implementation of all school policies, as described in the Staff Handbook, including regulations relating to safety.
7. To participate in the school's system of reporting on pupil progress and behaviour at appropriate times.
8. To participate in appropriate meetings with colleagues and parents.
9. To carry out a share of supervisory duties and cover arrangements in accordance with published rotas.
10. To set and keep high standards of punctuality and courtesy and of appropriate dress for self and pupils.
11. To attend assemblies and other formal occasions as required.
12. To perform in accordance with any directions which may reasonably be given to you by the Headteacher or Head of Junior School from time to time, such particular duties as may reasonably be assigned to you.

All school staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- b. Contribute to the school's programme of extra-curricular activities.
- c. Support and contribute to the school's responsibility for safeguarding students.
- d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.
- i. Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Signed..... Date.....