

## JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description	
<b>Job title</b>	Supply Teacher
<b>Hours of work</b>	In accordance with the respective contract
<b>Safer recruiting</b>	Rookwood is committed to safeguarding and promoting the welfare of children and references, DBS checks and evidence of the right to work in the UK are essential
<b>Main purpose of the job</b>	<ul style="list-style-type: none"> <li>To work as a supply teacher providing short/medium or long term cover as required.</li> <li>To provide effective teaching and learning to children and young people</li> </ul>
<b>Reporting to</b>	PA to Headmaster
<b>Main responsibilities and duties</b>  <b>All placements (short/medium/long)</b>	<ul style="list-style-type: none"> <li>To establish a purposeful learning environment where children and young people feel secure and confident; where diversity is valued; where there are opportunities to maximise teaching and learning.</li> <li>To teach clearly structured lessons/sequences of work which interest and motivate children and               <ul style="list-style-type: none"> <li>take into account the inclusion and diversity agenda</li> <li>Learning objectives are clearly shared with pupils</li> <li>Using a variety of teaching and learning strategies</li> </ul> </li> <li>To be responsible for the safeguarding and wellbeing of children by following and being committed to school policy relating to behaviour management , safeguarding and health and safety</li> <li>To set appropriately challenging learning and teaching objectives for whole class, groups or individuals</li> <li>To mark and assess pupils' work, using the school's monitoring and assessment policies against the learning objectives/outcomes</li> <li>To build and maintain good working relationships with staff, pupils, parents/carers and the wider community of the school</li> <li>To reflect and evaluate on own teaching</li> <li>To keep up-to-date with current educational practices</li> </ul> <p><b><i>As appropriate depending on length of placements</i></b></p> <ul style="list-style-type: none"> <li>To use monitoring and assessment information where appropriate to inform future planning and teaching</li> <li>To maintain an attractive, stimulating and well-organised learning</li> </ul>

	<p>environment</p> <ul style="list-style-type: none"> <li>• To provide informal and formal assessments including oral feedback written reports and parents' evenings, reports relating to the development and learning of individual pupils / groups of pupils as required</li> <li>• To take part in Performance Management</li> </ul>
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## Person Specification

### Qualities, Knowledge, Skills & Attributes

#### Essential:

- UK Qualified Teacher status (QTS)

#### Experience

- Teaching experience in schools relevant to the appropriate placement and as specified in the completed Phase and Subject form

#### Knowledge and understanding

- Up to date knowledge of relevant Key Stages and National Curriculum requirements
- Knowledge and understanding of a range of teaching and learning styles

#### Skills

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Good behaviour management skills
- Communicates effectively, both orally and in writing
- Creates a happy, challenging and effective learning environment

#### Personal Qualities

- Is resilient and demonstrates ability to work in a variety of settings
- Willingness to work in different schools using a variety of procedures and processes appropriate to the setting
- Commitment to good teaching practice and quality supply teaching



- Commitment to the protection and safeguarding and wellbeing of children and young people
- Ability to establish productive partnerships with pupils, parents, carers and the wider community of the school
- Ability to demonstrate honesty and integrity and uphold public trust and confidence in the teaching profession

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.***