

## **Job Description**

### **Junior Class Teacher (Supply)**

#### **Responsible to: Co-heads of the Junior Department**

#### **The Role:**

This is a proactive teaching role which is aimed at providing short, medium or long term cover as and when required. It is to provide teaching and learning to pupils, fulfilling the duties of a class teacher. The post holder must establish a purposeful learning environment where all pupils feel secure and confident, where diversity is valued and learning opportunities are maximised.

The post holder will set high expectations for all pupils' experience of school, both within and beyond the classroom, being responsible for nurturing pupils' enjoyment and understanding of all lessons as well as encouraging their active participation in the School's extra-curricular activities. They will have up-to-date subject knowledge and experience with innovative teaching practices relevant to all primary curriculum subjects wherever possible.

#### **Safeguarding:**

- To understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- To remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols, reporting any concerns to the Designated Safeguarding Lead (DSL) or one of the deputies.

#### **Data Protection:**

- Work within the requirements of Data Protection legislation at all times ensuring pupil data is kept safe.
- Report any potential or actual data breaches to the person responsible for the data protection in School (Director of Finance/Bursar).

#### **Timesheets and Attendance:**

- Submit an authorised timesheet to the Finance Office prior to the salary cut-off date of the 20<sup>th</sup> of each month.
- Ensure you contact the Co-Heads of the Junior Department if you are unable to attend or if you are going to be late to arrive.

#### **Duties:**

This job description specifies certain particular duties which are required and are to be exercised and completed in a satisfactory manner.

**Particular Duties:**

- To effectively teach designated pupils and to undertake associated pastoral and general teaching duties in order to provide high quality and continuity of education to pupils in the absence of their regular class teacher.
- To encourage pupils to make outstanding progress and reach their full potential in line with the School aims and ethos.
- To enthuse pupils by communicating a passion for your subject(s) and wider interests.
- To put into practice the School policies, including the delivery of the curriculum.
- To support and maintain the agreed codes of practice and behaviour policy consistently and fairly.
- To deliver the curriculum in the subjects for which you are responsible, including the setting of homework in accordance to the agreed weekly timetable and following departmental guidelines.
- To accept a measure of administrative responsibility in the fulfilment of your duties.
- To engage in such supervisory activities as may be reasonably required.
- To ensure effective/efficient deployment of classroom support, if required.
- To take an active role in the School enrichment programme, if required.
- To accept when requested, the role of Form Tutor and meet the expectations of that role as set out in the School policy.
- To maintain appropriate records and to provide relevant accurate and up-to-date information such as registers.
- To be responsible for the safeguarding and wellbeing of all pupils by following and being committed to the School policy;
- To build and maintain good working relationships with staff, pupils, parents/carers and the wider School community;
- To reflect and evaluate on own teaching;
- To keep up-to-date with current educational practices.

**Main Activities Attributable to the Particular Duties:**Curriculum Delivery

- In the specific subject areas, deliver appropriate learning experiences making full use of the resources available.
- To prepare and arrange educational visits as part of the overall planning for the area of learning as may be appropriate and if requested.
- To ensure that the work planned is suitably differentiated to meet the needs of all the pupils within the class and to have high expectations of every pupil.
- To use data and knowledge of individual pupils to identify, plan and implement relevant interventions.
- To ensure, on a regular basis, pupils are aware where they are in relation to targets and how they can improve.
- To bring to the attention of the SENDCo, any pupils with perceived Special Educational Needs and to provide Quality First Teaching in class.
- To display pupils' work in the subject based rooms and around the School clearly and effectively in such a way as to raise awareness and pupil esteem, if requested.
- To be prepared to use personal expertise on behalf of any class or group as may be reasonably expected.
- To contribute to whole school initiatives in Literacy and Numeracy, liaising with colleagues within and outside of the faculty as appropriate.
- To correct pupils' school and homework in a reasonable time and in accordance with the School policy, when requested.
- To prepare, administer, mark tests/examinations/key stage assessments as appropriate, when requested.

- To assess pupils' performance in accordance with Junior Department policy and the attend assessment meetings for the purpose of discussing performance, if requested.
- To maintain personal and official records of pupils' development and to write reports when required or as reasonably expected.

#### General Professional Activities

- To assist in maintaining discipline throughout the School consistently according to accepted guidelines.
- To organise and supervise or participate in such extra-curricular activities as agreed with the Co-Heads of the Junior Department, when required.
- To provide supervisory duties and staff absence cover as reasonably requested.
- To attend meetings, parents' evenings and other functions as appropriate, when required.
- To attend assemblies, whether or not you have form tutor responsibilities, and to set a positive example to pupils by participating fully therein.

#### Professional Development

- To attend staff meetings and briefings, when applicable.
- To maintain personal professional development by attending such courses/seminars as available and appropriate including School-focused INSET, when requested.
- To be prepared to join appropriate curriculum working parties, if required.
- To undertake professional self-assessment and appraisal in conjunction with the line manager or delegated person and to set targets for the next period, if required.

#### Administration

- To undertake administrative duties as may be mutually agreed.
- To support home-school relationships and to liaise with parents as appropriate.
- To provide assistance in the smooth running of the School as may reasonably be expected.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, it is impossible to identify every individual task which coordinators undertake. The School hopes that Class Teachers will assist with any reasonable request to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the Headmaster and member of staff.**