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**Supply Teacher Job Description**

**Purpose of Role**

To provide cover for short or medium term absences on an ‘as and when required’ basis to ensure that the education of pupils is the first priority and to be accountable for achieving the highest possible standards of work and conduct.

These responsibilities and services must be carried out in accordance with the “Teachers’ Standards” which apply to all Teachers.

**1. Long term supply**

Carry out the following in line with current school policy:

* Plan, prepare, deliver, evaluate and modify courses and lessons according to the curriculum, together with other members of staff, where relevant
* Strive to meet the varied needs of individual pupils
* Mark, assess and record achievement, progress and effort of individual pupils in accordance with current school policy
* Provide oral and written reports on individual pupils for parents and staff
* Share in the maintenance of good conduct amongst pupils in the classroom, school grounds and when engaged in school activities elsewhere
* Participate in the renewal and maintenance of displays in classrooms and around the school on the time-tabled schedule
* Attend departmental and other staff meetings as requested
* Participate in arrangements for regular Professional Reviews.
* Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

**2. Short term supply**

* Deliver cover lessons that are supplied by the school, or supplied by the cover teacher as directed, according to the curriculum, together with other members of staff, where relevant
* Ensure work is marked if directed
* Participate in the renewal and maintenance of displays in classrooms and around the school on the time-tabled schedule

**Other Activities**

* Share in the maintenance of good conduct amongst pupils in the classroom, school grounds and when engaged in school activities elsewhere
* Be aware of and ensure implementation of current School policies. e.g. Safeguarding Policy, Learning Support, Health and Safety
* Provide cover for absent teachers, supervising or teaching as necessary
* Attend House meetings as required
* Promote and share in the safeguarding of the health and safety of pupils on the school premises and when engaged in school activities elsewhere
* Organise and participate in extra-curricular activities at lunchtime and/or after school if requested
* Share in the carrying out of break, lunchtime and/or other duties as requested
* Liaise with parents, carers and other Agencies, as appropriate.
* Carry out any additional reasonable requests from the Head or his/her delegates

All teachers at OFS are expected to act in a professional manner at all times in accordance with the expectations of the teaching profession’s status within the community and society alike.

The supply teacher has a responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with. He/she needs to adhere to and ensure compliance with the school’s Safeguarding Policy at all times. If in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school’s Child Protection Officer or to the Headteacher (if different).

Before commencement of duties the teacher should have an overview of the teaching and learning policy and expectations of the school.