

Job Description

For

Supply Teacher

**Responsible to**: Head Teacher

**Pay**: Payment for services provided will be at point A6 of the Orley Farm School Pay Scale

Safeguarding Statement: All staff at Orley Farm School are committed to safeguarding and promoting the welfare of children and young people; therefore, all workers and employees within the school are expected to share this commitment.

**Purpose of Supply Teacher 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.

**Provision of Services**

A Supply Teacher providing services to Orley Farm School may be required to carry out any of the professional responsibilities of a permanent teacher, and as set out below.

In practice, duties are likely to vary depending on the period of cover.

**1. Long term supply Teaching**

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.
* Take responsibility for on-going professional development

**Other Activities**

* 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.
* 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.
* Communicate and co-operate with persons or bodies outside the school.
* Carry out any additional reasonable requests from the Head or his/her appointed delegates.

**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.
* 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.
* Share in the carrying out of break, lunchtime and/or other duties as requested.

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 must 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 Head teacher (if different).

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