



Erskine Stewart Melville

SUPPLY TEACHER

SCHOOL	Junior School
DEPARTMENT	Junior School
REPORTS TO	Junior School Leadership Team and Cover and Operations Administrator

ROLE DETAILS	
PURPOSE OF THE ROLE	The purpose of the role is to support the learning of children in the ESM Junior School.
ACCOUNTABILITY	Supply Teachers are accountable to the Junior School Leadership Team.
AUTHORITY	Supply Teachers have authority as delegated by the Junior School Leadership Team.
RELATIONSHIPS	Supply Teachers will work closely with other Class Teachers, Year Group Leaders and other colleagues in The Junior School.

DUTIES AND KEY RESPONSIBILITIES	• The Supply Teacher has a teaching commitment as required on any given day or week and this may include full days or part days by agreement. They will familiarise themselves with and adhere to school policies. • The Supply Teacher will teach from the plans provided for them and, if necessary, will liaise with the Year Group Leader to plan for their classes. • The Supply Teacher is responsible for the pastoral care of the children in their classes, along with the appropriate Year Group Leader and members of the Junior School Leadership Team. • The Supply Teacher is responsible for the effective administration of their classes, including the distribution of letters to parents and the completion of all necessary record keeping. • The Supply Teacher may on occasion be asked to play a part in the extra-curricular life of the school. • The Supply Teacher will undertake any other tasks, as directed by members of Junior School Leadership Team, which may be reasonably put to them in support of the Junior School's function.
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	• Experience of working as a Class Teacher	
Education/Qualifications	• Full General Teaching Council for Scotland (GTCS) (Primary Teaching)	
Skills/ Abilities/ Capabilities	• Excellent communication and analytical skills with a	

	commitment to delivering excellent educational provision. • Ability to multi-task and prioritise own workload with good attention to detail. • Independent, self-motivated and organised; with an ability to work as part of a team.	
Personal Attributes	• High professional and personal standards and a commitment to the Values of the Junior School. • Positive, confident personality and an enthusiasm for, and enjoyment of, children's company are important.	