


<p><b>Job Description:</b> <b>Senior School</b> <b>Supply Teacher</b></p>	
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**Aims:**

- Deliver pre planned lessons as directed by the Assistant Head, Operations and Co-curricular.
- Provide a safe, positive learning environment for children to thrive
- Provide a learning environment where pupils can excel and develop a strong culture for learning.
- Support the teaching and learning of all pupils whom you teach and/or have pastoral responsibility for during your deployment.
- Promote and safeguard the welfare of children and young people for who you are responsible and with whom you come into contact

**Specific Responsibilities:**

- Liase with staff to ensure cover or supervision is collated and prepared.
- Deliver cover lessons, where required, to ensure pupils are focused and on track to meet objectives.
- Maintain a high standard of classroom management
- Accurately record attendance and punctuality reporting any unauthorised absence.

**Other:**

- Work collaboratively with other colleagues.
- Follow up any initiatives, directives or recommendations made by SLT and/or Senior Teachers.
- Deploy TAs effectively to promote learning.
- Carry out playground and lunch duties as per staff rota.
- Submit timesheets in accordance with the requirements of the payroll team

This job description will be reviewed as and when necessary in accordance with the needs of the School.

16/11/2023