



ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	Junior School Supply Teacher (Nursery to P7)
CONDITIONS OF ROLE	<ul style="list-style-type: none"> • Contract Type: Supply • Salary: SNCT Scales

ROLE DETAILS	
PURPOSE OF THE ROLE	Supply Teachers support the learning of children in the ESMS Junior School.
ACCOUNTABILITY	Supply Teachers are accountable to Deputy Head – Behaviour Support (Primary 4-7)/ Senior Deputy Head (Early Education)/ Head of Nursery.
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.
BUDGET RESPONSIBILITY	N/A

DUTIES AND KEY RESPONSIBILITIES	<p><u>1. Teaching</u> 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.</p> <p><u>2. Curriculum Assessment</u> 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.</p> <p><u>3. Pastoral Care</u> 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.</p> <p><u>4. Administration</u> 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.</p> <p><u>5. Extra-Curricular Activities/Responsibilities</u> The Supply Teacher may on occasion be asked to play a part in the extra-curricular life of the school.</p> <p><u>6. Other Tasks</u> 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.</p>
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Experience of working as a Class Teacher/ Subject Specialist Teacher 	
Education/Qualifications	<ul style="list-style-type: none"> • General Teaching Council for Scotland (GTCS) registration for Primary Teaching 	
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Excellent oral and written 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. • Ability to deal with every situation calmly and professionally. 	
Personal Attributes	<ul style="list-style-type: none"> • High professional and personal standards and a commitment to the Values of the Junior School. • Independent, self-motivated and organised; with an ability to work as part of a team. • Strong commitment to seeing and bringing out the best in students. 	