

Job Description

Position Title	Supply Teacher
Employer	Chulmleigh Academy Trust
Main Location	Chulmleigh Community College
Reporting to	Headteacher
Effective date of JD	October 2021

Job Purpose including main duties and responsibilities:

To teach at Key Stage 3 and Key Stage 4. It is essential that the successful candidate should have a broad view of the curriculum and, as far as possible, have experience of teaching full range of ability.

MAIN ACCOUNTABILITIES

A Supply Teacher will have the ability to motivate ambitious and hardworking pupils and will be able to demonstrate a great amount of flexibility and adaptability. A Supply Teacher will need to hold a PGCE / BEd equivalent and have a passion for education. A Supply Teacher will be able to respond effectively to current issues concerning the curriculum, development and up-to-date teaching methods.

MAIN TASKS

Teachers will undertake duties in accordance with the School Teachers Pay and Conditions documentation and are responsible to the Headteacher and Subject Lead for the following:

1. Ensuring that all teaching takes place within the framework of the College aims.
2. Setting objectives, preparing schemes of work and good quality learning materials appropriate to the needs of individuals.
3. Using a variety of teaching and learning techniques, to include class discussion, question and answer, group and individual simulation and re-enforcement, mind-mapping, resource-based learning, practical and experimental work, modelling, I.T. etc.
4. Keeping a class register and records of work.
5. Ensuring the safety of students at all times to include not leaving classes unattended, maintaining order and control, vigilance during practical lessons,

escorting students to assemblies or out of buildings during evacuation, punctuality when on duty, invigilation etc.

6. Setting work when absent (where appropriate)
7. Ensuring high standards of student work and behaviour in the classroom and adjacent corridors, to include high quality displays.
8. The identification of under-achieving students and the development of appropriate strategies to meet their needs.
9. Completion of such other duties or development work which may from time to time arise.

LOCATION

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time-to-time duties may be varied which do not change the level of responsibility or the general character of the job.

Line Manager: Sign & Print

Dated:

Postholder: Sign & Print

Dated: