

De La Salle College



SUPPLY TEACHER (Primary)

**Zero-hours contract
Required for 2022 - 2023 academic year**

This is a zero hours position for a well-qualified, enthusiastic teacher to support and help the College deliver its teaching commitments when a class teacher is absent from school.

We are looking for a dynamic and passionate teacher. At De La Salle, we believe in clear expectations of behaviour and effort, and you would be expected to use the school's pastoral procedures to ensure the highest standard of work and behaviour. This position will provide experience of teaching in a variety of subjects and to different ages.

JOB PURPOSE

To provide teaching classroom cover in the event of classroom teacher absence. Supply teaching staff will be able to cover all Primary ages from Reception to Year 6.

This will be a zero-hours position, with no guaranteed days or hours of work. Staff on a zero-hours contract are not required to work on any given dates, though do need to work at least one day every 3 months to maintain Safeguarding practice.

Supply cover will be booked in advance where possible, but supply staff will be “on call” in the event of last-minute staff absence

PRINCIPAL DUTIES

The following provides a definition of the Supply Teachers' Task:

1. Teach effectively to meet the needs of all pupils and to ensure discipline and safety within the school community.
2. Plan, prepare, evaluate and modify as necessary personal teaching methods, work programmes and teaching materials.
3. Mark and maintain records of pupils' work, if the supply is for an extended period of time.
4. Promote the general progress and welfare of pupils in classes and groups or individually as part of the school's pastoral and counselling arrangements.
5. Assess pupils' personal and social needs, development, progress and attainment.
6. Advise colleagues, co-operate with them on teaching programmes, methods, equipment and materials within assigned areas of the curriculum ensuring that appropriate administrative tasks are undertaken.
7. Contribute and participate in the school's pastoral, tutorial and guidance arrangements.
8. Ensure the safety and good order of pupils.
9. Supervise support staff as required.

DIMENSION

The supply teacher will be expected to work a normal teaching day (unless specific agreement is in place). The supply teacher will be required to cover class teacher supervision duties where appropriate.

Example day;

0800 – arrive and prepare for the day

0830 – 1030 – Teaching

1030 – 1045 – Break

1045 – 1200 – Teaching

1200 – 1300 – Lunch

1300 – 1500 – Teaching

1500 – 1530 – final marking, notes for class teacher etc

LINE MANAGEMENT

Line management of the supply teacher will be the Head of Primary.

Direct advice and planning will be provided by the class teacher or other members of Primary staff.

Attributes we seek

1. Professional Competencies

- A person of the utmost integrity.
- S/he should have good general organisational.
- Evidence of an ability to achieve continuous improvement.
- The ability to work as a team.
- The role requires good writing skills for the purposes of formal communications with parents and staff and for the general purposes of producing an effective communication strategy.
- Good communication skills
- A working knowledge of ICT in schools and good practical skills, including use of Microsoft Word.

SAFEGUARDING AND POLICIES

The post holder must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.

