

# Job Description for supply teacher working in the absence of the class teacher



(Mainscale 1 – UPS3)

This job description should be read in conjunction with Part 12 of the STPCD (and annex 1 to the STPCD for post-threshold standards) as well as the QTS professional standards.

## Job Purpose:

As supply teacher, you will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs
- maintain the positive ethos and core values of the school, both inside and outside the classroom
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
- Have a working knowledge of:  
the national conditions of employment for schoolteachers as set out in the current copy of the School Teachers' Pay and Conditions Document: the national standards for Qualified Teacher Status.

## Duties:

The the absence of the regular Class Teacher, you will:

- implement agreed school policies and guidelines (e.g. safeguarding and child protection, health and safety, behaviour)
- Adhering to professional conduct policies and procedures
- support initiatives decided by the Headteacher and senior staff
- plan appropriately to meet the needs of all pupils, through differentiation of tasks
- be able to set clear targets, based on prior attainment, for pupils' learning; provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and half-termly planning
- communicate and co-operate with specialists from outside agencies
- effectively plan for, organise and direct the work of support staff within the classroom.
- participate in the performance management system for the appraisal of their own performance, or that of other teachers as directed by the headteacher
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## Post-threshold expectations:

- provide a role-model for teaching and learning
- make a substantial and sustained contribution (specifically agreed through performance management system) to the raising of pupil standards and contribute effectively to the work of the wider school team.