**JOB DESCRIPTION**

**POST:** Supply Teacher

**GRADE:** TMS + SEN 1 Allowance

**LOCATION:** Special Schools

# JOB PURPOSE

To teach children with special educational needs.

As a class teacher, to undertake related pastoral and administrative duties.

To understand and incorporate all areas of pupils Education, Health and Care Plans (EHCP) in day to day provision.

# MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the Head of Department/Deputy Headteacher/Headteacher to:-

* to be responsible for the welfare, safety and discipline of a class of children within the appropriate department
* to liaise with the Head of Department/Deputy Headteacher/Headteacher
* to undertake a teaching timetable as required
* to appropriately deploy staff allocated to a classroom (i.e. LP’s, students, etc)
* to liaise effectively with parents, including home-school books (where appropriate)
* to deliver accredited courses (where appropriate)
* to prepare pupils for external assignments/exams (where appropriate)
* to collate and present work for moderation/assessment
* to participate in whole school and department events
* to undertake training as required
* to report any Safeguarding issues to one of the school’s Safeguarding Officers
* to report any Health and Safety issues or concerns to the Head of Department
* to undertake other responsibilities specific to the post
* maintain confidentiality and discretion regarding sensitive information and to ensure that complex queries or issues are conveyed accurately to senior members of staff
* represent the school at all times in a professional, positive and helpful way
* be conversant with relevant IT and software, and keep up to date with developments in IT
* undertake training where this is appropriate
* contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
* be compliant with GDPR

# QUALIFICATIONS/EXPERIENCE

QTS

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# PRINCIPAL CONTACTS

Supply Co-ordinator, Pupils, Parents, Headteacher, other Teachers, Learning Partners and other professional groups

**SUPERVISORY RESPONSIBILITY**

None

**SUPERVISION RECEIVED**

Head of Department/Deputy Headteacher/Headteacher

# SPECIAL CONDITIONS

The post of a Supply Teacher is an agreement and not a contract. There is no obligation for the school to provide work, or for the postholder to be available for work. If booked, Supply Teachers will be required to work between the hours of 8.45am and 3.45pm term time only, and will be able to claim a maximum daily total of 6.5 hours per day (you will receive a 30 minute unpaid lunch break).

Supply staff are required to always bring in swimming kit and must be prepared to assist pupils in the swimming pool.

Supply staff are usually contacted by text from 7.15am to cover staff absences.

Salary is paid one month in arrears. It is the responsibility of the postholder to record the hours/days worked and to submit an authorised claim form to SAND HR Department on the last working day of each month.

# EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school’s Equal Opportunities Policy.

This job description outlines duties and responsibilities. It does not direct the particular

amount of time to be spent in carrying them out and no part of it may be so construed.

In allocating time to the performance of duties and responsibilities the post holder must

use directed time appropriately, and have regard to clause 36 (1)f of a Teacher’s

Conditions of Employment.

The job description is not necessarily a comprehensive definition of the post and the teacher may be required to undertake other tasks appropriate to the level of appointment as the Senior Leadership Team may require. It may be reviewed annually, or earlier if necessary, and it may be subject to modification of amendment after consultation with the post holder.

Signed:……………………………………(employee)

Signed:…………………………………....(HR Manager)

Date:……………………………………….

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**PERSON SPECIFICATION**

**Supply Teacher (Special Schools)**

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications and experience | * qualified teacher status (including NQTs/ECTs\*) * recent and relevant training * experience of the education of children with SEN | * additional qualifications in the area of SEN * ICT skills, and experience in supporting special needs access to the curriculum * experience of working as part of a multi-agency team |
| Knowledge and Skills | * effective communicator * ability to see the ‘whole’ child, including Communication, Language & Interaction, Cognition & Learning, Self Help & Independence, Sensory & Physical and Social, Emotional & Mental Health needs, and to devise ways of ensuring this approach is embedded in classroom practice * commitment to the education of pupils with a wide range of learning and associated difficulties, within the special school environment * ability to effectively deploy and liaise with classroom staff * safe working practice that protects children and adults who work with them | * knowledge of Positive behaviour management and strategies * good organisational skills |
| Personal Qualities | * able to maintain confidentiality in all circumstances * ability to build and form good relationships with colleagues |  |
| Knowledge + values of the trust | * commitment to working in partnership with staff, pupils, parents, governors and other professionals * commitment to the wider work of the trust | * ability to identify with the Trust’s values & principles |

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| Special conditions | * Supply staff are required to always bring in swimming kit and must be prepared to assist pupils in the swimming pool * Supply staff are usually contacted by text from 7.15am to check availability to cover staff absences. * Salary is paid one month in arrears and it is the responsibility of the postholder to record the hours/days worked and to submit an authorised claim form to SAND HR Department on the last working day of each month * enhanced DBS clearance * subject to satisfactory medical and pre-employment checks including Right to Work in the UK * This post is an agreement and not a contract. There is no obligation for the school to provide work, or for the postholder to be available for work. If booked, Supply Teachers will be required to work between the hours of 8.45am and 3.45pm term time only, and will be able to claim a maximum daily total of 6.5 hours per day (staff receive a 30 minute unpaid lunch break). | * a current full, driving licence and use of own car |

\* except school’s rated Grade 4 by Ofsted at their last inspection

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