DEVONPORT HIGH SCHOOL FOR GIRLS
JOB DESCRIPTION
Supply Teachers

Post Title: Supply Teachers

Salary: Daily Rate: £22.77

Hours: As and when required (full day or half day)

Responsible to: Office Manager (Day-to-day)

Job Purpose: To supervise classes/groups of students undertaking pre-prepared work in the absence of teaching staff.
To manage the behaviour of students.
To assist teachers in the delivery of lessons.
To contribute to the overall ethos, aims and work of the school.

Key Accountabilities:

1. As directed by the Office Manager (responsible for the provision of cover for teaching staff), supervise classes/groups of students aged 11-18 years across the whole curriculum, undertaking pre-prepared work in the absence of teachers and maintaining discipline following the school's procedures. Lessons will be in classrooms, laboratories, practical areas and computer rooms.
2. Take electronic registration for each lesson.
3. Liaise with Heads of Department and relevant teachers in relation to work to be carried out by students in the absence of timetabled teachers.
4. Ensure that students are fully aware of what work is expected of them. This will require the reading of instructions from teachers, explaining aspects of work to students and encouraging them in the completion of tasks.
5. Collect completed work from students and pass to relevant member of staff.
6. Ensure all students have equal access to learning and personal development.
7. Assist staff in the monitoring of students' behaviour and code of dress.
8. Be a role model to students in respect of behaviour and code of dress.
9. Ensure students comply with health and safety requirements. Ensure the security of classroom and ICT equipment/resources.
10. Be aware of and comply with relevant policies and procedures relating to child protection, health and safety, security and confidentiality.
11. Where appropriate, deal with any immediate problems/emergencies according to the school's procedures.
12. Report all concerns to an appropriate member of staff following the school's referral procedures.
13. Assist with school tests and invigilate examinations/tests as required.
14. Contribute to the overall aims, work and ethos of the school.
15. When no cover is required, to undertake other relevant duties commensurate with the grading of the post which could include the following activities:
    a. Carry out any relevant administrative tasks as required.

b. Assist with preparation and management of resources/equipment.
c. Participate in student activities within classes.
d. Assist with staff training.

The job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or the level of responsibility.

Signed: …… Date: …….
Post holder

Signed: …… Date: …….
Head Teacher