



# RALPH THORESBY SCHOOL

Ambition and Achievement for All

## Supply Teacher Candidate Pack (Casual contract)

Salary:

Depending on experience and in-line with  
supply agency fees





# Welcome

Dear Candidate,

Thank you for expressing an interest in working at Ralph Thorsby School.

We are keen to recruit high calibre staff with a passion for leading student learning and if successful, you would be joining an exceptional team of staff, dedicated to challenging students and follow the high expectations of the school. We are proud to be a successful, truly comprehensive school serving a diverse local community. RTS is a fantastic environment in which to work and study. Our innovative curriculum is implemented by a talented and cohesive group of staff. The calm and purposeful atmosphere around school is underpinned by an emphasis on restorative practice and a clear focus on staff and student well-being.

Our school motto is 'ambition and achievement for all'. We firmly believe in giving all students the opportunity to achieve their very best regardless of the circumstances in which they find themselves. We also have a strong emphasis on staff well-being with a professional staff coach, a staff well-being committee and a range of well attended social, sporting and fun activities. Our staff are proud to be at RTS and the team spirit is second to none.

We are excited about the future here at Ralph Thoresby and, having read the information included in this pack, I hope you feel you can play an important part and submit an application. Please also ensure that you visit our website which will give you an insight into the work of the school. I look forward to welcoming you to the school as a candidate in the near future.

Yours faithfully,

Mr Will Carr (Headteacher)







## About Ralph Thoresby School

The school is a mixed community school with over 1,000 students on role. Approximately 30% of our students come from ethnic minority backgrounds and we have a resource provision for physically impaired students which really adds to the positive and harmonious atmosphere around school. Our superb, modern school building further enhances the atmosphere and supports students' learning. 'This is a school where staff and pupils celebrate diversity and promote values of tolerance, mutual respect and care for others' (Ofsted).

The school has repeatedly been judged good by Ofsted and we have a strong record of academic achievement, whilst ensuring that all students are well supported. Students make good progress here because, 'the working atmosphere in classrooms is positive' and 'pupils take pride in their work' (Ofsted).

We have an excellent 6th form partnership arrangement with Lawnswood School (another good local school) and together we offer post-16 provision to rival the best in the city – 'The quality of provision for post-16 students remains good. Students make consistently good progress over time' (Ofsted). We are a Trust school in partnership with several of our local partner Primary schools. We have a strong relationship with the Local Authority and are also part of the highly regarded Red Kite Alliance teaching school hub, 'Partnership working is strong' (Ofsted).

Our school motto is 'ambition and achievement for all'. We firmly believe in giving all students the opportunity to achieve their very best regardless of the circumstances in which they find themselves.

Why work for us - <https://www.ralphthoresby.co.uk/why-work-at-ralph-thoresby/>





## Information for Candidates – Supply Teacher

### The role

We are seeking to appoint a casual supply teacher to cover in cases of staff absence. The role is primarily to cover short-term staff absence, delivering prepared lessons across all year groups and subjects. As a casual supply teacher, you may cover for staff absences over a slightly longer period of time, you may then be asked to support with preparing lessons and marking student work, for which you would be entitled to the appropriate PPA time. Depending on the hours agreed, there is the potential for some intervention work with our Y11 students after school.



### The team

The cover team is a friendly and supportive team led by Kelly and Avril. All cover staff are encouraged to pursue their interests and develop their professional practice; whether this is academically by supporting departments, involvement in an extra-curricular activity (ECA) or during coaching. A number of cover staff have used the opportunity recently to gain experience in teaching; for example, post teacher training whilst they secure a permanent teaching role.

### What can you expect from us?

- Highly supportive colleagues
- Thorough training on Arbor and RTS processes
- Support with teaching and classroom routines, if required

### What we're looking for in a Casual Supply Teacher?

- QTS status and experience of teaching in UK secondary schools, teaching placements will be recognised
- Enthusiastic and a 'can-do' attitude
- Adaptable and flexible
- Ability to work under pressure
- A willingness to get involved with the wider school community

Please see the job description for more details about the specifics of each area of this role.



## Job Description Casual Supply Teacher

<b>Accountable to:</b>	Exams, Assessment Coms Manager	<b>Line Managing:</b>	N/A
<b>Post type:</b>	Casual	<b>Salary/Grade:</b>	To be discussed, in line with supply agencies
<b>Liaising with:</b>	Headteacher, Other SLT, Governors, , Subject Leaders/Teachers, Support/Administration staff. Parents/Carers. students		

### Safer Recruitment Statement:

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS). We promote diversity and want a workforce which reflects the population of Leeds.*

### Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations outlined in the School Improvement Plan
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to the safeguarding of all students
- Participate fully in the Coaching pastoral model
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.
- To keep abreast of strategic systems
- To participate in CPD events and in the Growing Great People process
- Attend appropriate meetings and forums under self-direction
- Liaise with pastoral teams, teaching staff and admin team

### Casual Supply Teacher responsible for key roles:

- Work under guidance of line manager, teaching/senior staff with an agreed system of supervision
- Implement agreed work programmes with individual students, small groups or whole classes, in or out of the classroom
- Assist teaching staff to plan, manage and prepare teaching resources when applicable
- Supervise whole classes during short-term absence of teaching staff, keeping students on task and maintaining good order
- Mark and assess students work where there are predetermined answers
- To invigilate tests and examinations as required
- Assist with administrative and clerical tasks as required





- Use specialist (curriculum/learning) skills/training/experience to support students' learning including in a whole school setting
- Establish productive working relationships with students and setting high expectations
- Assist with the implementation of IEPs
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognizing and responding to their individual needs
- Maintain computerized and manual records/management information systems
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognize and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Work with teaching staff to establish an appropriate learning environment
- Work with teaching staff in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities
- Provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils works which has predetermined answers and involve no element of professional judgment or assessment. Accurately recording of achievement /progress
- Promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Administer and assess routine tests which have predetermined answers and involve no element of professional judgment or assessment. Invigilate exams/tests
- Provide general clerical and administrative support, administer coursework, produce worksheets for agreed activities
- Implement agreed learning activities/programmes, adjusting activities according to pupil response/needs
- Implement local and national learning strategies – literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support differences and ensure all pupils' have equal access to opportunities to learn and develop



- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils'
- Recognise own strengths and areas of expertise and use these to advise and support others
- Attend and participate in regular meetings, training and other learning activities as required
- Supervise pupils on visits, trips and out of school hours learning activities as required which fall within the remit and hours of the post
- Undertake other reasonable tasks as directed by line manager.

## Additional Duties

- Contribute to the life of the Ralph Thoresby School community, and to support its ethos and policies.
- Potentially support with Y11 intervention after school
- Participation in the schools coaching model.
- Attending training when needed
- Potentially undertake duties before school and during break time, dependent on hours
- Undertake any other duties that are commensurate with the role.

<b>Compiled by:</b>	L Hodgson	<b>Date:</b>	November 2023
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*This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.*

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed as need arises and may be subject to modification or amendment at any time after consultation with the holder of the post.*

***Ralph Thoresby School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment***