

KIRKLEES SUPPLY SERVICE

PERSON SPECIFICATION

Post Title: SUPPLY TEACHER
APPROPRIATE TEACHERS' PAY SCALES

	CRITERIA	HOW IDENTIFIED	RANK
EDUCATION AND TRAINING	Qualified teacher status/Newly Qualified Teacher Degree or equivalent	Application form	A A
RELEVANT EXPERIENCE	Recent experience of working / teaching in schools. Evidence of excellent class teaching across the curriculum. Experience of working with pupils with additional needs Evidence of relevant CPD training Must have experience in the Classroom in the last 3 years	Application form References Interview	A A B A A
GENERAL SPECIAL KNOWLEDGE AND SKILLS AND ABILITIES	Knowledge of current education issues and developments Effective interpersonal and communication skills Awareness, understanding and ability to work to the Teachers Standards An excellent classroom practitioner Ability to create an attractive classroom environment which stimulates children's interest and supports their learning Able to demonstrate a range of strategies to support positive behaviour. Knowledge of information technology across the curriculum A commitment to a creative curriculum and personalised learning Able to work collaboratively with all members of the school community Ability to manage time and resources efficiently Awareness of recent and forthcoming educational developments and their implications Positive approach to children	Application form References Interview	A A A A A B A A A A A A

ADDITIONAL FACTORS	Enthusiastic, creative and committed approach to learning and teaching A clear educational philosophy that includes an understanding of how children learn Commitment to continuous school improvement Commitment to Inclusion and Equal opportunities A sense of humour A commitment to learning for all. Committed to safeguarding, prevent and promoting the welfare of children. Ability to work with support staff	Application form References Interview	A A A A A A A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	NMST
ES Prepared/Amended	03/08/11
Refers to Estab(s)	KSS

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SERVICE AREA: Kirklees Professional Services

SECTION: KIRKLEES SUPPLY SERVICE
(KSS)

LOCATION: AS DIRECTED

POST TITLE: SUPPLY TEACHER

GRADE/SCALE: APPROPRIATE TEACHERS' PAY SCALES

1. PURPOSE OF POST

All teachers must have qualified teacher status and be responsible for carrying out the professional duties set out in the most recent Teachers' Pay and Conditions Document as directed by the Head Teacher, and work to the teachers professional standards within the context of the job description set out below.

2. RESPONSIBILITIES AS A SUPPLY TEACHER

- To teach and promote the learning of pupils in the classroom setting at the direction of the Head Teacher, often at short notice.
- To demonstrate a commitment to positive behaviour management.
- To promote, maintain and supervise the health and safety of pupils engaged in authorised school activities both on the school premises and elsewhere.
- When working in a school, attend to the administration for and accept responsibility for the pastoral needs of a class/group and to liaise with the Head Teacher and other colleagues (when appropriate) on particular pastoral problems.
- Set tasks which challenge pupils and ensure high levels of interest.
- Set appropriate and demanding expectations.

3. DUTIES

- To take responsibility for the education and welfare of a designated class in accordance with the school's aims, objectives, policies and schemes of work.
- To teach and promote the learning of pupils in accordance with the National Curriculum so as to ensure pupils receive a broad and balanced curriculum appropriate to the age, ability and needs.
- Set, mark, record and return any work in accordance with the schools policy and practice.

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- To plan activities and experiences appropriate to the age, ability and needs of the pupils related to the National Curriculum and ensure that children receive a broad, balanced curriculum.
- To follow the policies, schemes of work and planning arrangements of the school.
- To ensure the wellbeing of all pupils by celebrating the achievements and progress of each child in accordance with the school's systems and procedures
- In longer term supply situations; ie other than odd days of cover, promote the academic progress and wellbeing of individual pupils through personal guidance, parental involvement and professional consultations as may be necessary, having regard for the needs and abilities of each child.
- Assist with the normal pre-start, break and after school duties as required.

4. GENERAL

- To promote equal opportunities ensuring that specifics of gender, race, class, ability and disability are treated in a positive and non-discriminatory manner.
- To carry out other duties as the Head Teacher may reasonably require, to the level expected of a teacher relating to the efficient organisation of the school, and to any necessary adjustments in the specified time allocations.
- As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the Employment page, working for the Council on the Kirklees website under the following link:
<http://www.kirklees.gov.uk/employment/safeguarding.shtml>

RESPONSIBLE TO: HEAD TEACHER / KSS

RESPONSIBLE FOR:

JD Reference No	NM/ST
JD Prepared / Amended	03/08/11
Refers to Estab(s)	KSS

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