

Role Profile: Zero Hour 'Supply' Teacher

Purpose

To work with the Head Teacher and Head of School to ensure a high-quality learning experience for pupils, carrying out the work set by the permanent teacher.

Key Accountabilities

Teaching and Learning

1. Carry out teaching duties in accordance with the school's ethos & schemes of work
2. Demonstrate excellent practice in the teaching areas of responsibility
3. Record students' work
4. Use IT, where appropriate, to support teaching & administration
5. Mark & return work, if appropriate, within the agreed time span, providing feedback & targets
6. Work within the Code of Practice relating to Special Educational Needs
7. Support and uphold the school's policies on behaviour, discipline & bullying

Standards and Quality Assurance

1. Support the aims & ethos of the school
2. Set a good example in terms of dress, punctuality & attendance
3. Uphold the school's behaviour code & uniform regulations

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	Good Honours graduate	
Skills	<ul style="list-style-type: none"> ✓ Excellent communication skills Willingness to work hard, with energy & enthusiasm 	<ul style="list-style-type: none"> ✓ Calmness & efficiency Cheerful & well-presented, who inspires confidence
Experience	<ul style="list-style-type: none"> ✓ An outstanding and qualified teacher with a keen understanding of best practice regarding pastoral care 	<ul style="list-style-type: none"> ✓ Understands independent education Aware of Health & Safety issues
Other	A keen & self-motivated practitioner, who wishes to be a committed team member	<ul style="list-style-type: none"> ✓ Very high expectations of pupils' attainment, progress & behaviour Prepared to commit to School's all-round ethos

Key Stakeholders:

Internal – SLT, staff, pupils, parents

External - Cognita School Support Centre

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: