

## Eastern Learning Alliance Job Description

<b>Post Title</b>	<b>Casual Teacher</b>
<b>Reporting to:</b>	Headteacher
<b>Responsible for:</b>	
<b>Salary:</b>	Teacher Main Payscale
<b>Location:</b>	Girton Glebe Primary School
<b>Disclosure Level:</b>	Enhanced DBS

### Primary Purpose of the Role

#### JOB PURPOSE

To supervise whole classes to cover the short-term absence of teachers and to allow teachers to carry out professional duties and training; Casual teachers will give instructions for the lesson as provided by the teacher, and will keep children on task while maintaining good order.

Casual Teachers will respond to general questions within the learning environment and provide general feedback to the teacher; the casual teacher role may also include other activities within the school community.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES

##### SUPPORT FOR CHILDREN

- 1 Supervise children while they are engaged in learning activities and deal with immediate problems and emergencies;
- 2 Manage children' behaviour within the ethos and behavioural policies of the school;
- 3 Set high expectations of conduct whilst acting as a role model;
- 4 Respond to learner's queries within the lesson while keeping children on task;
- 5 Promote the inclusion and acceptance of all children in the classroom within the school's policies and procedures on equal opportunities.

##### SUPPORT FOR TEACHERS

- 6 Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of children;
- 7 Collect and pass on any completed work;
- 8 Maintain and pass on any appropriate records, as agreed beforehand with the teacher;

## **SUPPORT FOR THE CURRICULUM**

- 9 Support the use of Information and Communication Technology within the lesson, as appropriate;
- 10 Understand and ensure appropriate organisation and use of the classroom, equipment and resources.

## **SUPPORT FOR THE SCHOOL**

- 11 Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (including Teachers' Standards 2011);
- 12 Be aware of and support differences, and ensure that all children have equal access to opportunities to learn and develop;
- 13 Participate in training and other learning activities as required;
- 14 Undertake other similar duties and activities that fall within the grade and role of the post as decided by the Headteacher and other members of SLT.

## **Person Specification**

### **EXPERIENCE**

- Experience of working in a school with children of relevant age or in an appropriate learning environment.

### **QUALIFICATIONS AND TRAINING**

- QTS

### **KNOWLEDGE AND SKILLS**

- Understanding of relevant policies and procedures;
- Ability to apply behaviour management policies and strategies so as to contribute to a purposeful learning environment;
- Working knowledge and skills of Information and Communication Technology to support learning;
- Ability to encourage children to learn, using pre-set material;
- Ability to undertake varied duties;
- Ability to demonstrate limits of responsibility;
- Ability to work under the direction of different people and as part of a team;
- Good communication skills with people at all levels;
- Ability to gain the respect of children through a manner of confidence and authority;
- Ability to organise own workload in the context of varied tasks;
- Ability to work calmly under pressure;
- Ability to critically evaluate own performance and make any necessary changes to be more effective.

**Other Responsibilities**

- Play a full part in the life of the Trust to support its distinctive vision and ethos and to encourage staff and children to follow this example
- Promote actively and comply with the Trust's and Academy policies and procedures
- Ensure all concerns are reported to an appropriate person
- Participate in the Trust's appraisal scheme

**Safeguarding**

- Be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- Undertake regular safeguarding/child protection/adult protection training as required by the Trust
- Report any concerns in accordance with the Trust's safeguarding/Child protection policies

Whilst every effort has been made to list the main duties and responsibilities of the post, each individual task undertaken may not be identified.