

Job Description

Senior School

Supply Teacher

This job description covers all subject teachers / supply teachers across the Senior School and has been linked to the British School Teacher's Standards document.

Effective Date: 2026-27 (Revised Annually)

Line Leader: Head of Senior School

Supervisory Responsibility: N/A

Main Purpose of the Job

To foster effective teaching, learning and management of resources and being a model of professional practice. To provide

Duties and Responsibilities

As a Supply teacher, you will be able to demonstrate the following:

Knowledge and Understanding

- Show a thorough and up-to-date knowledge of your subject(s)/specialism;
- Take account of wider curriculum developments which are relevant to your work;

Teaching and Learning

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Demonstrate consistent and effective use of a range of appropriate strategies for teaching and classroom management.

Assessment and Evaluation

- Assess how well learning objectives have been achieved.
- Demonstrate consistent and effective monitoring of students' classwork.
- Ensure students respond to the teacher's feedback.
- monitor individual students and make appropriate interventions to tackle under achievement of students' work.

Student Achievement

- Progress is made in work set by class teacher.

Pastoral Care

- Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to students' learning.
- To implement the senior school Behaviour and Anti-Bullying Policies at all times throughout the school.
- To be familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officer.
- To act as a tutor when asked to and undertake the duties of a tutor as agreed by the school;

Relations with Parents and the Wider Community

- Do not share information you are privy to at school with parents of wider community

Managing Own Performance

- Understand your professional responsibilities in relation to school policies and practices.
- Set a good example for our students in your presentation and your personal conduct.
- Evaluate your own teaching critically and use this to improve your effectiveness.

Working with Other Staff

- Establish effective working relationships with professional colleagues including, where applicable, associate staff.

Managing Resources

- Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.

Note

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance.

Signature of Post Holder: _____ Date: _____