

## Supply Teachers

### Job Analysis

The Junior and Senior School are looking to hire enthusiastic, hardworking individuals in the positions of Supply Teachers. We are looking for positive and passionate teachers for daily and short-term supply cover, this position is non – permanent; supply teachers fill in teachers during their absence.

### Duties and Responsibilities

The duties and responsibilities outlined in the detailed Job Description, are examples of a successful candidate. However, these are not to be construed as exclusive or all-inclusive.

### Requirements

- Fully qualified teacher
- Flexible when called in at short notice
- Be able to communicate effectively within a team
- Be a positive, kind, and caring person
- Good behaviour management skills
- Previous experience in a school setting

### Location

We are welcoming expression of interest for our Senior School site.

### Remuneration

A competitive remuneration package will be offered to the successful candidates, according to qualifications and experience.

### Applications

All applications will be treated with the strictest confidentiality. Interested applicants should send their CV to [careers@tjss.ac.cy](mailto:careers@tjss.ac.cy) quoting “Supply Teacher/SS/2023”.

*The Junior and Senior School is committed to the safeguarding and protection of children and young people. Any offer of employment will be subject to satisfactory references and appropriate criminal records checks. Questions regarding safeguarding of children and young people will be asked during interview.*

### **Job Description**

**Position:** Supply Teachers

#### **Duties & Responsibilities**

##### **Learning and Teaching**

- Planning and preparing stimulating, challenging, enjoyable learning opportunities which take into regard the curriculum of the school and the individual abilities of the pupils in the class
- Consistently teaching at a high level to ensure pupils' learning is challenging and progressing
- Whenever possible, giving immediate oral or written feedback to pupils about their learning so that they know how to improve
- Assessing, recording, and reporting on the development, progress, and attainment of pupils
- Checking on the academic progress of individual pupils on a regular basis
- Differentiating teaching materials so that tasks and expectations are appropriate and support and challenge pupils whatever their levels of ability
- Ensuring that all records and data collection are kept up to date and that information is passed onto Subject Leaders and the Head Teacher in a timely manner
- Communicating and consulting with the parents or carers of pupils about their child's progress in all areas
- Communicating and consulting with specialist teachers when required
- Communicating and co-operating with agencies outside the school as appropriate.
- Working as part of a team to plan collaborative schemes of work and learning plans for pupils in their particular year group

##### **Discipline**

- Providing guidance and advice to pupils on their social and emotional development
- Maintaining high standards of behaviour in all learning situations; being aware of the School's Behavioural Policy and procedures
- Maintaining a high standard of pupil behaviour in the playground and common areas, being alert and proactive and inform and liaise with class teachers when appropriate

#### ***Non limiting clause***

*This job description is not intended to be a complete or limiting description of the tasks or responsibilities that the post holder may reasonably be requested to undertake. The job description may be changed to meet new demands or circumstances and following consultations between the post holder and the Headteacher/Principal.*