



WARWICK INDEPENDENT SCHOOLS FOUNDATION

JOB DESCRIPTION

Post Title	Casual Teacher
Location	All schools within the Foundation
Hours of Work	Term time only, as required This role is offered on a 'zero hours' contract; please state the days/times you would be available to work on your application form
Start Date:	As soon as possible
Deadline for Applications:	Friday 10 th December 2021
Purpose of this Job Description: The Foundation considers this document as a "snapshot" of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.	

Reporting Lines:	Relevant Head of Department
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Key accountabilities:
<ol style="list-style-type: none"> 1. To teach a class of pupils in the event of an absence of the normal Teacher 2. To plan as required and work closely with relevant teams to ensure continuity 3. To maintain the positive ethos and core values of the school, both inside and outside the classroom.

Responsibilities:
ACADEMIC
<ol style="list-style-type: none"> a) To plan, organise and teach the weekly/daily programmes of work for lessons as required, using a variety of delivery methods to stimulate learning, based on the relevant schemes of work, working closely with colleagues to ensure continuity, challenge and progression depending on the length of cover. Short term cover will be arranged where possible by the class teacher. b) To keep appropriate and efficient records providing details for the class teacher of how the children have managed during the period of cover. c) To maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
PASTORAL
<ol style="list-style-type: none"> a) To share responsibility for all children and their general discipline within the school following the school's Behaviour and Anti-Bullying policies. b) To register pupils in accordance with the Attendance Procedures, as required.
ADMINISTRATIVE
<ol style="list-style-type: none"> a) To carry out other general administrative duties as required.
OTHER
<ol style="list-style-type: none"> a) To ensure that all school and Foundation policies are adhered to. b) To work as a member of a team, positively and enthusiastically contributing to effective working relationships within the school. c) To attend school assemblies if required. d) To report safety issues to the relevant authorities within the school and/or Foundation e) To undertake supervisory duties as stated in the "Staff Duty Rota".



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Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

The criminal record checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

Health and Safety:

As an employee you are expected to:

1. to take reasonable care of your own health and safety
2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare
5. to report any injuries, strains or illnesses you suffer as a result of doing your job
6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

	Person Specification	
	Essential Criteria	Desirable Criteria
Qualification	Teaching qualification	
Experience/ Knowledge	An excellent record of teaching in schools	
Skills/Abilities	High standard of written and spoken English High level of classroom teaching skills Confident and enthusiastic in use of IT Good team player	
Aptitude	Positive attitude to use of authority and maintaining discipline in class	Willingness to contribute fully to co-curricular activities
Circumstances	To be flexible and be able to cover at short notice	
Safeguarding Children, Young People and Vulnerable Adults	Understands their role in the context of safeguarding children, young people and vulnerable adults. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	
Equal Opportunities	Understanding of the requirements of Equality and Diversity	