



## St. Joseph's Institution International School

### JOB DESCRIPTION

Job Title:	Elementary School Support /Cover Teacher		
Reporting To:	Assistant Principals, Heads of Year, and Subject Leaders		
Effective starting from:	1 August 2025	To:	31 July 2026

#### **Primary Purpose:**

- To teach pupils assigned to you during the absence and non-contact time of class teachers, and carry out duties as required by the Head of the Elementary School (ES)
- To teach in the classes of the Heads of Year and Subject Leaders
- Support pupils identified by class teachers with intervention programmes
- To promote the Lasallian Mission and Core Values of SJIIS
- Ensure that planning, preparation, recording, and assessment meet the expectations of the school
- To actively contribute to wider school development and growth
- Demonstrate thorough curriculum knowledge.

#### **Specific Duties and Responsibilities:**

##### **1. Teaching and Learning**

- Ensure effective teaching and management of classes, groups, and individuals so that objectives are met, progress and challenge are maintained, and the best use is made of teaching time.
- Use teaching methods that will engage pupils' intellectual curiosity, including the use of effective questioning, clear presentation, and effective use of resources
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of behaviour management through focused teaching, and creating positive and productive relationships in accordance with the rules and behaviour policy of the school

##### **2. Planning Expectations**

- Where the absence is planned, liaise with the class teacher to deliver planned learning activities
- Where the absence is unplanned, follow the planning delivered by the HOY and adapt to the needs of the students
- Plan support activities to meet the needs of the pupils as identified by the class teachers.
- Ensure objectives are relevant and challenging

##### **3. Assessment and Reporting**

- To assess pupils' achievements and progress in accordance with agreed policies and procedures
- To provide feedback and mark all work delivered during the teacher's absence



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#### 4. Managing and Developing Relations within the School

- Interact on a professional level with academic and administrative colleagues to establish productive working relationships

#### 5. Managing Resources

- Select appropriate resources to support learners in achieving teaching objectives
- Select resources to add practical activities and create interest for learners

#### 6. Managing own performance and professional development:

- Keep up to date with research and developments in pedagogy as relevant to their curriculum team and phase
- Understand their professional responsibilities in relation to school policies and procedures
- Make the most of the CPD opportunities provided
- Reflect on their teaching critically and use this to improve their teaching

#### 7. Other

- Act as a role model to the pupils they teach in their personal presentation and conduct
- To meet statutory responsibilities and company policies with regard to Safeguarding, Health and Safety
- To promote and adhere to the Lasallian Mission and Core Values of SJIIS

#### **OTHER CONDITIONS**

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside the UK
- Any other duties considered necessary, as allocated by the Head of ES

#### **PERSON SPECIFICATIONS:**

<b>1. Qualifications/Training</b>
● Detailed knowledge of the relevant aspects of the UK National Curriculum
● Evidence of active participation in CPD
● Teaching degree or qualification
<b>2. Experience/Knowledge</b>
● Minimum of one year of teaching experience
● Experience of integrating the use of iPads and other IT devices into learning
● Detailed understanding of EAL strategies to assess needs & inform planning
● Adapts teaching to respond to the strengths and needs of all pupils



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● Has high expectations which inspire, motivate, and challenge pupils
● Proven track record of ensuring good progress and outcomes for pupils
● Can demonstrate a commitment to developing all aspects of school life
● Creativity in teaching a topic-based curriculum in an international setting
● Ability to use IT to engage pupils effectively
● Ability to create a positive, challenging learning environment
● Evidence of good teaching
● Evidence of good classroom management skills
<b>3. Personal Attributes</b>
● A high level of personal integrity
● Excellent organisational and time-management skills
● Demonstrates an attention to detail
● Demonstrates a strong work ethic
● Demonstrates respect to students, colleagues and parents
● Demonstrates strong communication skills
● Ability to work independently
● Continually strives for improvement
● Sense of humour
● Adaptability