



DOHA ENGLISH SPEAKING SCHOOL

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Job Description

Supply Teacher

Responsible to: Year Group Leader → Deputy Headteacher → Headteacher

General

You will be expected to deliver the curriculum for your assigned Year Group, to teach pre-planned lessons, and to fulfill any administrative tasks associated with the class-teacher role that may be required during your period of cover. Only locally based candidates, with current family sponsorship will be considered.

Specific Responsibilities to Include

- The pastoral welfare of a class in the Primary years age range.
- To teach planned work from the DESS curriculum framework, ensuring efficient delivery of the English National Curriculum and Early Years Foundation Stage curriculum.
- Registration of the class.
- Keeping appropriate records of pupil performance.
- Marking of pupils' work and setting homework.
- To direct all major concerns to the Year Group Leader.
- Attendance at designated meetings, where required.
- To do playground/gate duties as requested.
- Work alongside the Teaching Assistant and ensure effective deployment of duties.
- Longer term supply cover may require some additional duties normally associated with the role of Classroom Teacher and will be advised at interview/induction.

You will also be expected to:

Sean Sibley
Headteacher

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- Have up to date knowledge of relevant Key Stages and National Curriculum requirements.
- Communicate effectively, both orally and in writing.
- Observe, at all times, the need for confidentiality when dealing with information regarding the School.
- Observe the need for discretion when dealing with other adults within the School
- Uphold and adhere to the school's policies and procedures, including those relating to child protection and safeguarding
- Set a good example to the pupils through their presentation, personal and professional conduct
- Promote the good name of the School in the community

