

Job Description

High School Substitute Teacher

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our school.

At VIS, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety. Staff are asked to sign a code of conduct on an annual basis and expected to adhere to our standards and practices. We engage with our values of respect, integrity, dedication and empathy through our professional work and relationships within our community.

Purpose of Role

Reports To: **Principal**

To supervise and support students in the absence of their regular teacher, ensuring that learning continues and behavior expectations are maintained in line with the school's policies.

This role is a part-time position that will require adaptability and flexibility across a range of classes and subject areas, along with supervision duties within the working hours.

General Duties & Responsibilities

Job Description Substitute Teacher

- Deliver prepared lesson plans and supervise classes across a variety of subjects and age groups (Secondary/Elementary).
- Manage classroom behaviour effectively to ensure a safe, respectful, and productive learning environment.
- Provide support to students by answering questions related to lesson content and instructions.
- Maintain accurate records of student attendance and progress during cover sessions.
- Ensure all resources and materials provided are used appropriately.
- Feedback to the regular classroom teacher or relevant staff on the day's activities, student behaviour, and any issues encountered.
- Follow the school's safeguarding, child protection, and health and safety policies at all times.
- Be adaptable to the IB curriculum expectations
- Support the ethos and values of the school in all interactions with students and staff.
- Carry out any other duties that may be assigned by the Principal or Head of School, in line with the needs and priorities of the School.

Qualifications

- Bachelor of Education (or equivalent).
- Teacher Certification (ability to acquire teacher warrant).

Skills and Competencies

- Good literacy and numeracy skills.
- Ability to manage groups of students effectively and promote positive behavior.
- Excellent communication and interpersonal skills.
- Flexibility and adaptability to cover various subjects and year groups.
- Understanding of safeguarding responsibilities.