# Job Description

## ES Substitute Teacher

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our students' success and that contributions extend well beyond 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 his/her services wherever and whenever necessary to ensure the success of our students and school.

At VIS, we use safer recruitment practices 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 are 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.

**Reports to:** Assistant Principal/Section Principal

---

**Purpose of Role**

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

**Key Responsibilities**

- Arrive between 8- 8.15 for cover handover and regularly check emails for updates.
- Deliver prepared lesson plans and supervise classes across a variety of subjects and age groups (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. Check that students are in the correct dismissal; bus, pick up, ASA's
- Ensure all resources and materials provided are used appropriately that laptops and iPads are charging at the end of day.
- 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.
- Work closely with Class LSEs, LSE and specialists as scheduled on the daily cover timetable.
- Pick up duties, events and trips as directed. Review risk assessments as necessary.
- Be adaptable to the PYP curriculum expectations
- Support the ethos and values of the school in all interactions with students and staff.
- Be familiar with school systems Toddle, iSAMs and Schools Buddy

**Qualifications**

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

**Skills and Competencies**

- 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.