

Secondary School Substitute Teacher

1. OVERVIEW

1.1 Substitute Teachers are appointed by the Head of School.

1.2 All teachers employed by the school have professional responsibilities to their students, to themselves, to the institution, to their colleagues and to the wider school community.

2. EXPECTATIONS

As an educational professional working in a K-12 international school, it is expected that a substitute teacher will:

- 2.1** demonstrate an explicit commitment to the philosophy, mission and vision of the school as determined by the Governing Council;
- 2.2** be familiar with the operational practices and expectations of the school;
- 2.3** adhere to the school policies and guidelines published in the Faculty Handbook and elsewhere;
- 2.4** respect and treat all students equally;
- 2.5** work collaboratively and constructively with colleagues;
- 2.6** conduct themselves with decorum;
- 2.7** respect confidentiality;
- 2.8** have a desire to develop appropriate knowledge and understanding of skills and subjects taught;
- 2.9** take full advantage of professional development opportunities;
- 2.10** establish and maintain an appropriate social, emotional, physical, and intellectual learning environment in which all students may succeed;
- 2.11** communicate effectively;
- 2.12** contribute to school life beyond classroom teaching where possible;
- 2.13** exhibit and model a respect for the culture, languages, beliefs and people of the school's host country, India.

Stonehill International School

Job Description
(revised June 2022)

3. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a substitute teacher include:

- 3.1** ensuring the safety and wellbeing of students;
- 3.2** attending school as required by contract and being punctual to classes;
- 3.3** checking substitution plans before lessons and preparing necessary resources;
- 3.4** bringing to the attention of the administration students with specific educational, behavioural or emotional needs;
- 3.5** accepting the collective responsibility of all school staff to maintain order and enforce school expectations regarding student behaviour;
- 3.6** participating in the annual professional appraisal process;
- 3.7** discharging effectively such supervisory duties as may be assigned by the school administration.
- 3.8** delivering the lessons planned by absent teachers and providing feedback on task completion and student engagement in planned activities
- 3.9** supporting classroom teachers in delivering lessons when substitution is not required

4. WORKLOAD AND ORGANIZATION

The work of Secondary School substitute teachers is organized by the Assistant Principal in charge of the daily running of the Secondary School. Out of the 20 teaching periods every week in the Secondary School, a substitute teacher is expected to be actively covering lessons for 15 periods. The Assistant Principal will keep a record of lessons covered, as it is unlikely to be consistent from day to day. Over the course of a 36-week academic year, the substitution load should be approximately 540 lessons.

On days in which there are no substitution requirements, the substitute teacher is expected to support classroom teachers in regular classes. The allocation of such classes will depend on (a) the needs of the school and (b) the particular strengths and interests of the substitute teacher.