

Substitute / Cover Teacher

Elementary 3-11 years old

Secondary, 11-18 years old

Job description:

We are seeking reliable, flexible, and enthusiastic Substitute Teachers to provide high-quality classroom cover when regular teaching staff are absent. The Substitute Teacher will help ensure continuity of learning while maintaining a positive, safe, and supportive environment for students.

The successful candidate will be confident working with children and young people, able to adapt quickly to different classes and age groups, and committed to the values and expectations of the school.

Key Responsibilities

- Deliver lessons and learning activities based on plans and materials provided by the regular classroom or subject teacher.

- Maintain a positive, well-managed, and inclusive classroom environment.

- Ensure students remain engaged and focused on their learning throughout the lesson.

- Follow the school's curriculum, routines, policies, and procedures.

- Adapt appropriately to different year groups, subjects, and student needs.

- Provide students with clear instructions, guidance, and support.

- Monitor student progress and provide relevant feedback to the regular teacher following the lesson.

- Take attendance and complete any required classroom records.

- Supervise students during lessons and, when required, during breaks, lunch periods, transitions, or other school activities.

- Work collaboratively and professionally with teachers, teaching assistants, administrative staff, and school leadership.

- Maintain confidentiality and demonstrate professional conduct at all times.

- Follow all safeguarding, child protection, health and safety, and student welfare procedures.

- Report any safeguarding, behavioural, welfare, or safety concerns promptly and in accordance with school procedures.

Carry out other reasonable duties associated with providing effective classroom cover.

Qualifications and Experience

Relevant teaching qualification or appropriate educational experience.

Experience working with children or young people in an educational setting.

Strong communication and interpersonal skills.

Good classroom management skills and the ability to establish positive relationships with students.

Ability to follow lesson plans and instructions while responding flexibly to classroom needs.

A professional, dependable, and punctual approach.

Strong commitment to safeguarding and promoting the welfare of children.

Personal Qualities

Flexible and adaptable.

Calm, confident, and approachable.

Reliable and well organised.

Positive and enthusiastic about working with students.

Respectful of different cultures, backgrounds, and perspectives.

Able to build positive relationships quickly.

Comfortable working independently and as part of a team.

Committed to creating an inclusive environment in which every student feels safe, respected, and supported.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people. All substitute teachers are expected to share this commitment and comply fully with the school's safeguarding and child protection policies. Appointment will be subject to the school's safer recruitment procedures, including appropriate background and reference checks in accordance with applicable requirements.

Employment

This is a substitute/on-call position, with working days offered according to the school's staffing needs. Substitute Teachers may be asked to provide cover in Elementary and/or Secondary depending on their qualifications, experience, and the needs of the school.

Salary: 55.70 Euros gross per hour