



COMHAIRLE NAN EILEAN SIAR

Job Description

DEPARTMENT	Education, Skills and Children's Services	POST NO:	
POST TITLE	e-Sgoil Supply Teacher	GRADE:	Teacher
SECTION OR LOCATION	e-Sgoil	DATE:	2026
REPORTS TO:	Chief Officer for Education and Children's Services; in the first instance to the Head of School		
RESPONSIBLE FOR:	All matters relating to the teaching of assigned classes.		

Job Purpose

The purpose of this post is to contribute to overall school effectiveness in respect of the following areas:

- (a) Curricular.
- (b) Care and welfare.
- (c) Collegiate.
- (d) Professional development.

A Outline Duties and Responsibilities

Subject to the policies of the school and the education authority the duties of teachers are to perform such tasks as the head of school shall direct having reasonable regard to overall teacher workload related to the following categories:

- 1 Teaching assigned classes together with associated preparation and correction.
- 2 Developing the on-line curriculum.
- 3 Assess, recording and reporting on the work of pupils.
- 4 Preparing pupils for examinations and assisting with the administration of examinations
- 5 Providing advice and guidance to pupils on issues related to their education.
- 6 Promoting and safeguarding the online health, welfare and safety of pupils.
- 7 Working in partnership with parents, support staff and other professionals.
- 8 Undertaking appropriate and agreed continuing professional development.
- 9 Participating in issues related to school planning, raising achievement and individual review.
- 10 Contributing to good order and the wider needs of the school.

B Key duties associated with job purpose.

Teachers are accountable, through appropriate line managers, to the e-Sgoil Head of School and in turn to the Chief Officer for Education and Children's Services. Following a process of consultation, each teacher's line manager will determine the particular duties to be carried out. These may vary as required depending on the nature of the school, and the number of teachers in each sector/subject area.

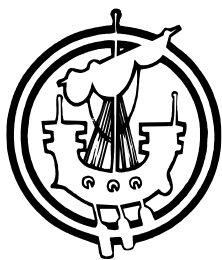
The allocation of duties will have regard to teacher workload and must be capable of being undertaken within contractual time.

KEY AREA	DUTIES
Curricular All teachers will undertake duties allocated within each school's framework for the delivery of the curriculum, as exemplified.	• Teach assigned classes • Contribute to effective classroom discipline and along with the supervising staff member promote positive behaviour • Ensure pupil health, safety and wellbeing • Plan coherent and progressive teaching programmes that match pupils' personal learning needs and abilities • Develop teaching and assessment materials • Set and maintain targets and the pace of work for all pupils • Prepare pupils for internal and external assessments as appropriate • Participate in/organise the administration of internal and external assessments as appropriate • Use the results of assessment to evaluate and improve teaching, and the learning and attainment of pupils • Record, monitor and report on pupil progress • Meet with parents/carers to review pupil progress and ongoing educational needs, either online or onsite • Participate in/organise the effective running of sector/curricular area/subject/department • Participate in development planning, evaluation and quality assurance processes.
Health and Wellbeing For assigned classes and, if appropriate, register groups, all teachers will undertake duties allocated within each school's framework for the pastoral care of pupils, as exemplified. Guidance duties in respect of pupils with complex needs and/or who display seriously challenging behaviour will be undertaken by colleagues with particular responsibilities for such pupils.	• Provide advice related to health and wellbeing for allocated pupils • Monitor and take appropriate action in relation to routine aspects of the attendance, behaviour and progress of these pupils • Communicate with parents/carers, as appropriate • Contribute to the planning and transfer of pupils across transitional stages.
Collegiate All teachers will undertake duties of a collegiate nature within the school's framework for collegiate activities, as exemplified. These may be undertaken on an authority/ cluster/ whole school/ stage basis, and in the sector/curricular area/subject/department of each teacher.	• Engage in the process of curriculum development in collaboration with colleagues • Work in collaboration with other professionals • Engage in the planning, development and implementation of policies • Participate in the induction of new colleagues.

Professional Development All teachers will undertake professional learning and development within the school's development framework and as agreed with the Headteacher or designated line manager.	• Fulfil contractual obligations in relation to continuing professional development. • Participate in the annual professional development and review process. • Undertake appropriate and agreed continuing professional development.
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C General responsibilities

- 1 Ensuring that all duties or responsibilities are performed in a safe manner so that no risk to health or safety arises to yourself, any other employee or member of the public.
- 2 Ensuring action is taken to promote equal opportunities and diversity in the workplace.
- 3 Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency and effectiveness of the service.



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PERSON SPECIFICATION

THIS FORM LISTS THE ESSENTIAL AND DESIRABLE CRITERIA REQUIRED. APPLICANTS WILL BE SELECTED ON THE BASIS OF MEETING THE CRITERIA. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION FORM CONSIDERING THE CRITERIA BELOW.

POST TITLE **eSgoil Supply Teacher** **POST NUMBER**

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	Firm grasp of the curriculum breadth and requirements.		
	E2	Familiarity and engagement with Curriculum for Excellence.		
	E3	Familiarity with developments in education.		
Skills and Abilities	E4	Plans appropriately for teaching and learning.	D1	Willingness to assist with curriculum development.
	E5	Creates a stimulating and orderly classroom environment.	D2	Willingness to lead/develop extracurricular activities.
	E6	Effective in delivery of teaching and learning for children of all ability levels and stages.		
	E7	Applies appropriate strategies for promoting positive behaviour and has good classroom management skills.		
	E8	Has competence in information and communication technology and uses ICT for enhancing teaching and learning.		
	E9	Communicates clearly both orally and in writing.		
	E10	Works well as part of a team and is willing to be involved in whole school initiatives.		
	E11	Engagement in self-evaluation.		
Education/Experience	E12	Appropriate degree /diploma in teaching.	D3	Experience of involvement in whole school activities.
	E13	Firm grasp of principles of teaching composite classes.	D4	Experience of teaching composite classes.
Other Factors	E14	GTC Scotland Registration.	D5	Ability to communicate in Gaelic.
	E15	Willingness and commitment to the promotion/teaching of Gaelic.		