



**Dubai English Speaking College**  
**Job Description and Person Specification**

**Job Title: Supply Teacher**

**Reports to: Assistant Headteacher and Absence Coordinator**

**Direct Reports: N/A**

**Collaborates with: All Staff and Students**

**OBJECTIVE OF THE ROLE**

To effectively support and instruct students on given tasks as set by their classroom teacher in their absence. To ensure that DESC's high expectations are met at all times and students attain the desired learning outcomes each lesson, regardless of their teacher being absent.

**MAIN RESPONSIBILITIES**

- Carry out the classroom duties of the regular teacher including taking offline registers, clearly instructing students on the tasks set, managing the classroom effectively.
- Communicate regularly with the Absence Coordinator to update your availability.
- Maintain a professional standard of dress and conduct at all times.
- Observe College policy and ethos when onsite and support the values of the College at all times.

## KEY REQUIREMENTS

- Experience of working in a school (primary and/or secondary), preferably that of a British curriculum.
- Candidates will have excellent written and verbal communication.
- Strong classroom management techniques.
- Ability to relate to students and build positive relationships quickly.
- Adaptable and flexible in nature, to suit the requirements of the role throughout a typical day.
- The operating hours of the College are Monday to Thursday 07.35am to 15.00pm and Friday 07.35am to 12.00pm. Supply teachers may be expected to cover from 07.45am to 15.15pm (six one-hour lessons) Monday to Thursday and from 07.35am to 12.15pm on Fridays (four 55-minute lessons). Candidates should be flexible with their availability due to the ad-hoc nature of the role.
- It is essential that candidates have their own Visa arrangements (No other benefits are included with the role).
- Be in possession of a clean valid UAE Good Conduct Certificate (Issued within the past 3 months)

**This list is not exhaustive and is designed to provide a framework for areas of development the successful candidate will have responsibility for within the College**