

## Associate Teacher (Grade E)

### Job Description

#### Key purpose of the role

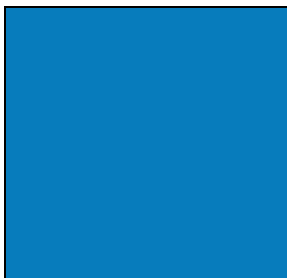
Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by effectively managing cover arrangements in schools and supervising whole classes so that students are motivated to succeed and are supported to maximise their learning.

#### Your responsibilities

- Support in the arrangement of cover for all staff absences each day and effectively create cover resources to support the continued learning of the curriculum for students.
- Direct and lead other Cover Supervisors and supply staff as required, ensuring safe and adequate cover is provided.
- Supervise whole classes and collapsed classes to cover the short-term absences of teachers, assisting students with their set activities and responding to any questions.
- Lead the delivery of compulsory study lessons after school, to promote the completion of homework tasks.
- Assist with the supervision of students during break, lunchtimes and after school
- Provide 1-1 support to students or support other classroom activities when cover is not required.
- Promote the inclusion and acceptance of all students within the while recognising and responding to individual needs.
- Promote independence, encouraging students to interact and work collaboratively
- Recognise and reward student achievement and self-reliance
- Promote and enable excellent pupil behaviour dealing promptly with conflict/incidents and reporting in line with school policies
- Support the invigilation of exams and accompany teaching staff and students on visits, trips and out of school activities

#### Grading criteria

- Directly line manages others within their service Deliver great management (as defined by TWT's habits for great managers) for others within their service
- Establish the best course of action using a range of recognised procedures
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines.
- Make decisions which have significant implications for the service or have a significant effect on employees or other individuals.



- Work maybe subject interruption but the program of tasks will not be subject to significant change.
- Ability to undertake a variety of advanced tasks in their specialist area which requires detailed knowledge and skills.
- NVQ 4/ BTEC/ HNC in a relevant field or equivalent level of knowledge and experience

## Cover Supervisor (Grade E)

### Person Specification

#### Qualifications

- GCSE (or equivalent) in English and Maths Essential
- NVQ 4/ BTEC/ HNC in a relevant field or equivalent level of knowledge and experience

#### Experience

- Experience of working with young people Essential

#### Key skills

- Able to act as a role model for students with a genuine passion and belief in the potential of every child Essential
- Commitment to driving up standards and ensuring every child is challenged to achieve their potential Essential
- Good numeracy and literacy skills Essential
- Excellent communication skills Essential
- Able to use own initiative and work independently and as part of the team Essential
- Able to work under pressure and remain calm in difficult situations Essential
- Good ICT skills, particularly Word and Excel Essential
- Able to fulfil all aspects of the role with confidence and fluency in English Essential

#### Values

- **Ambitious:** works hard, has the highest standards and is positive for the future. Essential
- **Selfless:** is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. Essential
- **Collaborative:** builds strong relationships and networks. Essential

We are an **ambitious** and **inclusive** Trust of schools  
strengthening communities through **excellent education**.

**Job  
Evaluation**

JE Job Number: TA 5

JE Score: 430

Grade: E