



St. Andrew's Catholic Primary School

Cover Teacher Job Description

Post title: Cover Teacher
Responsible to: The Executive Headteacher and the Head of School

Main Responsibilities:

1. Set high expectations which inspire, motivate and challenge pupils

- Set an example in all aspects, share good practice and support other colleagues in maintaining the standards
- In setting targets, take into account cohort targets and how these will be met
- In setting targets, take account of the level of challenge for pupils across the cohort of all backgrounds, abilities and dispositions
- Actively support the Catholic ethos of the school in relationships with children, colleagues and parents, both in class and around the school

2. Promote good progress and outcomes by pupils

- Set an example in all aspects, share good practice and support other colleagues in maintaining the standards
- Demonstrate clear understanding of the needs of children of all backgrounds, abilities and dispositions so that the majority of pupils make good progress
- Use data effectively, demonstrating analytical thinking in reviewing and evaluating progress and attainment and in meeting appropriate, challenging targets for all pupils, for both class and cohort
- Demonstrate through self-review, an effective evaluation of the impact of teaching
- Demonstrate in depth knowledge of how children learn and adapt teaching accordingly
- Establish a culture that ensures that pupils have a responsible and conscientious attitude to their work
- Engage with colleagues in review and evaluation of cohort progress and attainment
- Actively promote parental involvement and initiate opportunities to involve them
- Lead on subject development through staff training or INSET
- Provide quality, accurate, professional reports for parents

3. Demonstrate good subject and curriculum knowledge

- Set an example in all aspects, share good practice and support other colleagues in maintaining the standards
- Demonstrate knowledge and expertise across the range of subjects through coherent planning and lively, inspirational teaching

- Demonstrate expert knowledge through subject leadership, inspiring colleagues and establishing a curriculum that ensures consistency across a year group and progression across the school
- Effectively carry out the subject leader role from MPS2 upwards
- Know the strengths and areas for development in leading a subject and bring about improvement through action planning
- Evaluate own subject leader performance in terms of impact on teaching and learning
- Take responsibility for own CPD, keeping abreast of changes/developments across a range of subjects and leading improvement within area of responsibility
- Provide professional reports (verbal or written) to parents, indicating progress, attainment and targets for improvement

4. Plan and teach well-structured lessons

- Set an example in all aspects, share good practice and support other colleagues in maintaining the standards
- Consistently teach lessons that are good or outstanding and which include agreed 'non-negotiable' aspects
- Through effective planning and provision, demonstrate understanding of different styles of learning and how these are accommodated
- Demonstrate ability to reflect and evaluate teaching and the impact on learning, children's attitudes and behaviour
- Be systematic in evaluating learning within and across a sequence of lessons
- Actively engage parents in their children's learning
- Facilitate children's and parents' views on learning
- Evidence a range of opportunities for out-of-hours learning in line with school policy and additional contribution through after school clubs or other activities
- Work effectively as part of a team, ensuring consistency across a year group
- Take a significant role in collaborative planning,
- Recognise own accountability for curriculum provision within the class and the quality of learning

5. Adapt teaching to respond to the strengths and needs of all pupils

- Set an example in all aspects, share good practice and support other colleagues in maintaining the standards
- Ensure that teaching is consistently good and outstanding
- Demonstrate how teaching has been adapted to accommodate the needs of groups and individuals
- Initiate strategies to engage parents in their children learning, especially hard to reach parents or those whose first language is not English

6. Make accurate and productive use of assessment

- Set an example in all aspects, share good practice and support other colleagues in maintaining the standards
- Be highly competent in assessment across the curriculum, both formative and summative and in using outcomes to support accurate, challenging target setting and continuous progress and high attainment
- Be aware of local and national data when evaluating expectations and performance
- Use school data effectively to track progress and set challenging targets
- Be highly competent in marking and providing feedback to pupils

- Establish strategies to encourage children to respond to feedback
- Engage fully in moderation activities as required and initiate moderation activities with year group colleagues

7. Manage behaviour effectively to ensure a good and safe learning environment

- Set an example in all aspects, share good practice and support other colleagues in maintaining the standards
- Be highly competent in managing an effective learning environment so that all children are actively engaged in learning and poor behaviour never disrupts learning
- Recognise responsibility and accountability for maintaining high standards of behaviour beyond the classroom
- Keep parents well informed and work effectively with them to bring about improvement where necessary
- Inspire children's respect and form positive relationships

8. Fulfil wider professional responsibilities

- Set an example in all aspects, share good practice and support other colleagues in maintaining the standards
- Be proactive in supporting the Catholic ethos of the school
- Be positive and encouraging during times of change
- Show full cooperation and support for colleagues managing development or change
- Generate respect from colleagues through highly effective professional, working and supportive relationships
- Form highly effective relationships with children that generate respect, confidence and high self-esteem
- Form highly effective relationships with parents e.g. through good communication, listening to and acting upon concerns, providing professional support and guidance in respect to all aspects of school life
- Write accurate, professional end of year reports
- Recognise responsibility and accountability for the effective deployment of support staff
- Liaise with the leadership team to ensure that support staff have the skills they need to work effectively
- Fully engage in reflection, self-evaluation and appraisal, recognising the need to base conclusions on robust evidence
- Take responsibility for own CPD through research and independent learning and actively participate in school based CPD to support school and personal professional improvement
- Be willing to support for PFA activities by attending sacramental & parish events
- Be willing to run an after school club or activity

9. Additional Responsibilities

Code of Conduct

- The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the School Code of Conduct for Employee.

Safeguarding

- The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible for or comes into contact with. The post holder must read and understand the most recent Part 1 of Keeping Children Safe in Education, signing to state that this has been carried out
- Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults s/he is responsible for, or comes into contact with
- Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system.
- Ensure compliance to Safeguarding Policies and Procedures within the MAC

Health & Safety

- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

Policies & Procedures

- All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures