



St Laurence School Job Description

- Title of Post:** Cover/Supply Teacher
- Grade:** NJC Grade SCP 12-14
- Contract Terms:** NJC Terms and Conditions
SLS Generic job description for all support staff
15-35 hours per week (hours to be agreed), Term Time (39 weeks per year)
- Fundamental Task:** Under the guidance and direction of the Cover Manager and Director of Finance and Operations:
- Learning Supervision and Support:**
- Acting as a classroom supervisor for absent teachers as required across all subjects and tutorials, maintaining a safe environment for students, writing reports on each lesson and, where necessary, following up with students/staff to ensure good continuation of learning.
when not required for the above
 - Providing reports and other information on lessons covered and contributing to analysis of data.
 - Supervising Isolation Unit or other specialist student areas.
 - Supporting other classes according to need or as identified by team leader/senior staff.
 - Attending PTA meetings to review and develop cover procedures and techniques.
 - Accompanying teachers and classes on educational visits as required.
 - Contributing to development of resources and practices related to cover.
 - Other duties as identified by the Assistant Head in charge of Cover or the Director of Personalised Learning.
- Other Duties may include:**
- Acting as performance management appraiser to teaching assistants.
 - Helping to co-ordinate and monitor areas of special responsibility involving teaching assistants – literacy/in-class support, behavior management, Study Support, Quiet Zone, Isolation unit, learning difficulties etc.
 - Carrying out other leadership duties within the AEN Team, e.g. at meetings, taking forward new initiatives, writing reports etc.
 - Ensuring that students adhere to the behaviour policy of the School and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used.
 - Other activities in support of students with SEN
 - Promoting their independence in learning and behaviour
 - Helping students to fulfil targets
 - Enabling students to follow programmes set by teaching staff
 - Supporting all students included in a mainstream setting or support base, as appropriate
 - Assisting in the assessment of individual students
 - Assisting in the recording of students' progress
 - Raising awareness of teaching staff to the strengths and problems of individual students
 - other statutory requirements and the policies of the Governing Body and Local Authority.

For all staff - You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

Notes: The jobholder must have the ability to undertake a range of tasks involving the Interaction with all School stakeholders.

- a) The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section 3, paragraph 35).
- b) In line with school policy, all job descriptions are subject to review each year, to support professional development of the postholder and to ensure that the role meets the challenging needs of the school