



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 15-30 hours per week (hours to be agreed), Term Time (39 weeks per year)
Fundamental Task:	To provide high-quality supervision for classes during the short-term absence of the regular class teacher, ensuring continuity of learning and the smooth running of lessons. Can be QTS and non QTS.
Key Responsibilities	
Teaching and Learning	
<ul style="list-style-type: none">• Deliver pre-prepared lessons to classes across the school as required.• Ensure a safe and positive learning environment for all students.• Maintain high standards of behaviour in line with the school's behaviour policy.• Support students in their learning and provide clarification or guidance when appropriate.	
Classroom Management	
<ul style="list-style-type: none">• Register attendance and ensure all safeguarding requirements are met.• Ensure that classroom routines are maintained.• Report back to the absent teacher (or relevant department lead) on student progress, behaviour, and any issues that arise.	
Professional Responsibilities	
<ul style="list-style-type: none">• Uphold the values and ethos of the school.• Work flexibly across a range of subjects and year groups as needed.• Communicate effectively with staff, students, and parents where appropriate.• Take responsibility for safeguarding and promoting the welfare of all students	
Other Duties may include:	<ul style="list-style-type: none">• 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