

Cover Teacher

Casual basis dependent on the school's cover requirements

£160 to £180 per day depending on experience.

Core Purpose

To provide high quality regular cover of whole classes for short term staff absence. To oversee the smooth running of lessons assisting students, managing behaviour and ensuring lesson plans are delivered to a high standard. To carry out duties and student support duties. When there is not a requirement to cover lessons or duties, the post-holder will provide learning support and administrative support under direction of the Line Manager.

Key responsibilities

1. To deliver lessons according to the cover set, register the students, supervise students completing the work set and responding to any questions. To oversee the issue of books and equipment necessary for the lesson, assisting students with their work where appropriate.
2. To manage the behaviour of students, following the school's behaviour management procedures, and maintain good order in the classroom, overseeing the collection of books and equipment at the end of the lesson, and ensuring they are returned to the appropriate place.
3. To carry out duties as directed to include break, lunch, on call and student support centre duties.
4. To carry out administrative tasks as and when required.
5. To carry out any other reasonable task at the request of the Headteacher/Line Manager.

General Responsibilities (all staff):

1. To perform duties and attend meetings as reasonably required.
2. To participate in the School's performance management scheme.
3. To undergo in-service training where required.
4. To contribute to the school's pastoral system.
5. To observe and implement current school policies and good practice.
6. To carry out such particular duties as the Headteacher/Line Manager may reasonably direct from time to time.

Support for Students

1. Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individuals' needs.
2. Encourage students to work and act independently as appropriate.
3. Encourage students to interact with others and engage in activities led by the teacher.
4. Set challenging and demanding expectations and promote self-esteem and independence.

Support for Teachers

1. Create and maintain a purposeful, orderly and supportive environment, following lesson plans agreed with line manager and school teachers.
2. Prepare and maintain equipment/resources as directed by the school teachers and assist students in their use.
3. Use strategies, in liaison with teachers, to support students to achieve learning goals.
4. Assist with the planning of learning activities.
5. Provide regular feedback to teachers on students' achievements, progress and problems.
6. Promote good student behaviour, dealing promptly with conflict and incidents in line with school policy.

Support for the School

1. Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, SEND Code of Practice as well as general staff procedures.
2. Contribute to the overall ethos, vision and aims of the school.
3. Attend relevant meetings as required.

4. Participate in training and other learning activities as required.
5. Accompany teaching staff and students on visits, trips and out of school activities as required.
6. Undertake duties as directed.

This job profile will be reviewed at intervals of about one year and may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

Experience

- Successful secondary phase teaching experience: good and outstanding (Alternatively primary phase experience).
- Experience of working under pressure in a busy environment.

Professional knowledge

- Developing students' literacy, numeracy and ICT skills.
- The use of ICT to improve learning.
- The implications of the Special Educational Needs Code of Practice and Health and Safety requirements for teaching and learning.
- How effectively to support students' pastoral and emotional needs and care for the "whole child".
- Current educational issues and developments

Skills

- A strong classroom practitioner.

Attributes

- Flexible and resourceful.
- Effective member of a team.
- Displays moral, intellectual and personal integrity and authority.
- Shows determination, optimism and resilience in the face of challenges and set-backs.
- Is committed to equality of opportunity, community cohesion and student social mobility.
- Have strong ICT skills.

Qualifications- the successful candidate will hold:

- Qualified to degree level
- Qualified teacher status.
- Recent, relevant professional development.
- Alternatively an Unqualified Teacher with evidence of Teaching experience