**JOB DESCRIPTION**

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| Job Title: | **Cover Teacher** | Salary: **Main scale or unqualified teacher** |
| Location: | **Meadow Park School** |  |

**Job Purpose**

To teach fixed timetabled lessons and classes of students in the absence of their normal teacher.

**Duties and Responsibilities**

* Prepare, teach, mark work and maintain records of attendance, progress, behaviour and achievement in accordance with agreed school policies, using this information to raise standards of learning.
* Supervise a whole class to undertake work/activities that have been set by teachers in accordance with School policy.
* Undertake supervision and discipline of students within the procedures of the school, providing detailed and regular feedback as appropriate
* Promote student independence in learning, social and mobility skills, reinforcing the student's self-esteem through praise and encouragement, setting challenging and demanding expectations and promote self-esteem and independence
* Work collaboratively with other staff as members of teams, departments and other cross-curricular groups; contribute own particular talents and skills to such groups to support the development of new initiatives, policies, resources, schemes of work etc.
* In collaboration with students, all staff are responsible for caring for the school environment, ensuring health and safety requirements are met and that a positive and stimulating learning environment is created.
* All staff should work in partnership with parents, communicating with them and always seeking to achieve the best outcome for each student. This will include meetings outside of the normal school day.
* All staff should establish high expectations of positive student behaviour and appearance.
* In order to meet their own professional needs and the aims of the school all staff have the right to appropriate support and professional development opportunities, both through training and through formal and informal contact with colleagues.
* Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Assist with the supervision of students outside of lesson times, including before and after school and participating in lunchtime supervision.
* Assist with group activities within and away from the classroom/school, such as PE, educational visits, relevant internal and external meetings
* Any other duties and responsibilities within the range of the salary grade