

Job Description: Supplementary Teacher / Cover Supervisor

Responsible to: Headteacher, Curriculum Manager

Main purpose of the job: To undertake specified work including

- Planning and preparing lessons and courses for pupils
- Delivering lessons to pupils
- Assessing the development, progress and attainment of pupils
- Reporting on the development, progress and attainment of pupils

Main responsibilities and Duties:

TEACHING

- To teach students according to their educational needs, including the setting and marking of work carried out by the student in the school.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required by SENCO and Headteacher.
- To contribute to written assessments, reports and references relating to individual students and groups of students.
- To ensure a high quality learning experience for students.
- To prepare materials and resources for the day ensuring that equipment is well managed and health and safety guidelines are adhered to
- To ensure the classroom / workshop is safe, suitably resourced and well managed to meet the needs of the school and pupils
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the curriculum.
- To maintain discipline in accordance with the schools procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work.

- To mark, grade and give written/verbal and diagnostic feedback as require, ensuring that pupils achieve their full potential and gain an accredited award.
- To ensure that the school meets the relevant accreditation criteria and that teaching and learning is of a consistently high standard
- To provide cover for teachers/instructors within the school as the need arises.

PROFESSIONAL DEVELOPMENT

- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To support teams in the effective/efficient deployment of teaching assistants
- To work as a member of a designated team and to contribute positively to effective working relations
- To develop and assist teaching programmes in conjunction with teaching assistants and monitor and review their implementation
- To assess the progress of students and direct the work of teaching assistants in the delivery of educational programmes

MANAGEMENT OF INFORMATION:

- To maintain appropriate records and to provide relevant accurate and up-to-date information to the Headteacher.
- To complete the relevant documentation to assist in the tracking of students and use information to inform teaching and learning.
- To co-ordinate the transfer of work between the Acorn School and student's mainstream setting to ensure individual student 'options' are fulfilled.
- To register students and encourage their full attendance at all lessons and their participation in other aspects of school life.

- To evaluate and monitor the progress of students and keep up-to date student records as may be required.
- To contribute to the preparation of Individual Education Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students after consultation with the appropriate staff.

Personal Responsibilities

- Comply with the school's Equality, Safeguarding and Health and Safety Policies and complete enhanced disclosure forms.
- To promote the safeguarding of children
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To participate in performance management, and undertake training and professional development as appropriate
- To undertake other duties appropriate to the post that may reasonably be required by the senior management team of the Acorn Free School

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.

The postholder must also undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.