

**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.*