



Teaching Cover Provider

Job Description

Job details

Salary: NJC Scale 5 Point 12-17

Hours: 35 hours per week, 5 days a week [8:30am to 4:00pm]

Contract type: Part-time, permanent

Reporting to: Deputy Headteacher

Responsible for: Teaching whole classes, undertaking planned activities provided by a teacher during the short-term or long-term absence of a classroom teacher.

Main purpose

The Teaching Cover Provider, under the direction of the Deputy Headteacher, will teach or supervise whole classes using planned/pre-prepared activities during the absence of a classroom teacher.

Duties and responsibilities

- Deliver lessons using year group planning, supervise pre-prepared activities and self-directed learning in the planned/unplanned absence of teachers to provide continuity of learning for pupils.
- Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate.
- Provide verbal and written feedback to pupils in relation to attainment and progress.
- Support the teacher in monitoring, assessing and recording pupil progress/activities.
- Support learning by providing resources (including IT) for lessons/activities to scaffold pupil's learning.
- Understand and support independent learning and inclusion of all pupils as required.
- Manage the behaviour of pupils whilst they are undertaking work in accordance with the school's positive behaviour management policy and values.
- Report back as appropriate using agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

- Report any issues or concerns to parents in the absence of the classroom teacher.
- To undertake 'duty' as part of the school's duty system (including break and lunch).
- Assist with break-time supervision including facilitating games and activities.
- Responsible for the safety and well-being of pupils in accordance with the school's safeguarding and child protection policy and the staff code of conduct.
- Report any safeguarding concerns to the Designated Safeguarding Lead.
- To support the work of one or more curriculum areas.
- To take part in whole school INSET activities and staff development meetings to enhance job effectiveness.
- To accompany pupils on trips, visits and other educational activities.
- Support the work of classroom teachers when not deployed directly to cover a class.
- Support/teach SEN daily interventions across the school.
- Support and contribute to the creation and maintenance of classroom displays.

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Cover Provider will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Deputy/Headteacher.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> NVQ Level 2 / CACHE Level 2 Certificate or equivalent or relevant experience Good standard of general education e.g. GCSE English, Mathematics and Science HLTA Status/equivalent.
Experience	<ul style="list-style-type: none"> Experience of working with primary aged children in an educational setting Experience of supporting children with a range of special educational needs Experience of teaching small groups of children and whole class teaching Experience of communicating with a wide range of people from different backgrounds
Knowledge and Understanding	<ul style="list-style-type: none"> Knowledge of the national curriculum Knowledge of effective teaching and learning strategies Understanding of the educational welfare and social needs of children Working knowledge of implementing interventions to support children with special educational needs Effective behaviour management techniques Understanding of the issues around safeguarding and confidentiality Good IT skills, particularly using IT to support learning
Skills and abilities	<ul style="list-style-type: none"> An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development Ability to adapt teaching to meet pupils' needs Proven written and oral communication skills Numeracy and literacy skills to effectively support the pupils with their learning The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team Excellent communication and interpersonal skills Well motivated and able to work independently, able to remain calm in challenging situations and to ask for help when needed
Personal qualities	<ul style="list-style-type: none"> A commitment to uphold the school's vision, values and staff code of conduct A commitment to equal opportunities and assisting the school in raising achievement for all its pupils. A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner Adaptable, energetic and organised A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required A caring and positive attitude - sensitive to children's needs Commitment to maintaining confidentiality at all times

