

Associate Teacher Manager Job Description

Salary: Scale 7, Points 19 to 24

Responsible to: Deputy Headteacher – Curriculum and Resources

Job Purpose:

- To support the effective day-to-day operation of the school through the leadership, deployment and management of the Associate Teacher team.
- To contribute directly to maintaining high standards of behaviour, learning and operational organisation by coordinating short-term staffing arrangements, supporting the delivery of high-quality cover lessons and ensuring effective communication regarding staffing and rooming changes.
- Alongside management responsibilities, the Associate Teacher Manager will also undertake the duties of an Associate Teacher for the majority of the school day.

Specific Responsibilities:

Leadership and Management of the Associate Teacher Team

- Line manages the Associate Teacher team.
- Coordinate the daily deployment of Associate Teachers to ensure effective classroom cover and operational continuity.
- Support the professional development, induction and training of Associate Teachers.
- Contribute to recruitment, selection and onboarding processes for Associate Teachers.
- Monitor and manage non-classroom time and duties for the Associate Teacher team.
- Complete performance management reviews in line with school policy.
- Monitor and quality assure the work of the Associate Teacher team to ensure high standards of classroom practice, behaviour management and student engagement.
- Promote high expectations and consistent professional standards across the team.

Operational Coordination

- Coordinate daily cover arrangements in response to planned and unplanned staff absence.
- Liaise with external supply agencies to secure staffing where required.
- Maintain accurate records relating to cover and external supply usage.
- Ensure relevant staffing, rooming and timetable adjustments are accurately communicated and recorded.
- Support the management of short-term rooming changes arising from operational requirements and school events.
- Ensure relevant absence and cover information is processed through the school's management information systems.

- Support the efficient operation of the school day through effective organisation and communication.

Associate Teacher Responsibilities

- Supervise classes during the short-term absence of teaching staff.
- Deliver pre-prepared learning activities and maintain a purposeful learning environment.
- Promote positive behaviour and uphold school expectations consistently.
- Support students in engaging with learning and completing work effectively.
- Establish positive professional relationships with students and staff.
- Contribute to safeguarding and student wellbeing in line with school policy.

Curriculum and Resource Development

- Support the development and organisation of Associate Teacher lesson resources.
- Contribute to the development of resources that promote reading, writing and cultural capital.
- Support consistency in the quality and delivery of Associate Teacher lessons across the school.

Administrative and Financial Responsibilities

- Support administrative processes linked to staffing, cover and operational organisation.
- Process and maintain accurate records relating to staffing deployment, supply usage and associated documentation.
- Support financial procedures relating to external staffing and operational purchases in line with school procedures.

General

- Participate fully in the wider life of the school.
- Support the school's vision, values and strategic priorities.
- Attend meetings, training and professional development activities as required.
- Uphold all school policies, including safeguarding, behaviour, health and safety and equality policies.
- Undertake any other duties commensurate with the grade and nature of the post as reasonably requested by the Headteacher.