

# Cover Teacher - Job Profile

**“Bear fruit – fruit that will last” John 15v16-17**

**Reports to: Cover Manager and SLT Line Manager**

## **Core Purpose of the Role**

The Cover Teacher provides high-quality teaching and learning for students during short, medium or pre-planned periods of teacher absence. The postholder ensures strong continuity of learning, maintains high standards of conduct and relationships, and upholds the school's expectations for professional classroom practice.

The role exists to stabilise learning, conduct and routines during staff absence, contributing directly to outcomes, wellbeing and safeguarding, without holding ongoing responsibility for curriculum design, long-term assessment or examination classes unless explicitly agreed.

The Cover Teacher supports the school's vision of a safe, happy and aspirational learning community in which all students are known, challenged and supported to succeed.

## **Key Responsibilities and Duties**

### **Teaching and Learning**

- Teach classes during teacher absence, delivering pre-planned lessons.
- Ensure learning time is used productively, with clear explanations.
- Promote high expectations for presentation, effort and completion of work.

### **Character Education and Classroom Culture**

- Establish and maintain a calm, purposeful and respectful learning environment.
- Build positive professional relationships with students based on mutual respect.
- Promote the school's Christian values through daily classroom interactions.

### **Assessment, Recording and Feedback**

- Record lesson attendance and note any significant conduct or safeguarding concerns.
- Provide brief, purposeful feedback to staff on work covered and student engagement.
- Mark work only where this is part of the pre-planned cover.

### **Professional Responsibilities**

- Uphold professional standards from School Teachers' Pay & Conditions Document.
- Attend briefings, meetings or CPD sessions as reasonably required and relevant.
- Work well with others to ensure the smooth running of the school.
- Maintain accurate records as required by the school.

## Safeguarding and Pastoral Care

- Act always in accordance with statutory safeguarding/child protection guidance.
- Remain vigilant to signs of safeguarding or welfare concerns and report them.
- Always maintain appropriate professional boundaries with students.
- Provide a predictable, respectful and supportive learning environment.

## Flexibility and Deployment

- Work flexibly across a range of subjects and year groups.
- Be deployed at short notice where necessary.
- Occasional support exam invigilation/supervised study where agreed & appropriate.

## Professional Standards

The Cover Teacher is expected to work to the following **Teachers' Standards**:

- high expectations
- strong behaviour management
- clarity of explanation
- professional conduct
- safeguarding responsibility

The role does not include the full breadth of responsibilities associated with permanent class teachers (e.g. examination classes, tutor groups, or curriculum leadership), unless colleagues would like experience in these areas.

## Person Specification (Summary)

Qualified teacher status (QTS) is not required.

### Essential

- Educated to degree level, or substantial relevant experience in education, training or public-facing professional roles.
- Ability to build positive professional relationships with students and colleagues.
- Ability to communicate well, teaching with pre-planned materials.
- A secure understanding of safeguarding responsibilities.
- Professional reliability, flexibility and resilience.
- Familiarity with computers, digital learning platforms, PowerPoint, MS Teams.

### Desirable

- Experience of teaching, explaining, acting, performing or public speaking.
- Experience of SEND/EAL.

### **Professional Development**

- Access to induction, safeguarding training and character education based CPD.
- Opportunities to undertake targeted professional development.
- Potential progression into longer-term teaching posts.

NOTE: The Russell Education Trust has adopted the School Teachers' Pay and Conditions Document as the basis for teacher pay and conditions in all its schools.