

Role Profile

Key responsibilities

- To cover lessons for KS3 and GCSE pupils in the secondary school section during the absence of teachers
- To arrange the day-to-day cover in the secondary school section
- Teach these lessons to ensure that pupils at all starting points make outstanding progress
- Teach lessons across a range of subjects
- Liaise closely with the Heads of Department to ensure excellent teaching and learning in cover lessons.
- Liaise with class teachers regarding planning and delivery of these cover lessons
- Monitor pupil progress, ensuring secure teacher assessments inform pupil grouping and interventions effectively
- Ensure pupils work in a calm and secure environment and manage the behaviour of pupils in accordance with school procedures
- To monitor the quality of cover work
- To deploy staff effectively to ensure that cover lessons are effectively taught
- To arrange day to day supply teachers as required
- To prepare reports on the effectiveness of cover and also to look at the impact on students learning.

Generic responsibilities

- Being a highly effective cover supervisor
- Running an extra-curricular club or activity
- Running home learning club
- Being a positive and dynamic role model for other members of the staff team
- Sharing responsibility for the school's standards and achievement, including pupil progress and the drive to improve outcomes
- Playing an active part in the life of the school through meetings and high visibility to pupils, staff and parents, including at assemblies and meetings
- Promote and adhere to the school's values and ethos
- Willingness to take part in coaching and mentoring
- With SLT colleagues, raising expectations and promoting the school positively with all stakeholders
- A thorough understanding of inclusion and safeguarding requirements
- Attend relevant training and take responsibility for development
- Participate in the appraisal process

Key Accountabilities

The postholder is line managed by the relevant Assistant Headteacher

Person Specification

Essential	Desirable
Qualifications: Degree	QTS
Experience: Experience of working with pupils in a school Experience of CPD to improve performance	Experience of effective assessment, tracking and target setting systems
Professional Development: Ambition to be a teacher Knowledge of the Key Stage 3 and GCSE national curriculum Knowledge of a range of effective teaching resources Knowledge of safeguarding matters Knowledge of how to create an effective learning environment Excellent ICT skills	Professional development visits to other schools Aware of current national and local educational initiatives
Personal qualities: Kind Able to build excellent relationships with pupils Hardworking, smart and reliable role model Resilient, diligent and persistent when problem solving Very well-organised A positive and dynamic approach to school life Reflective and thoughtful with skills of critical analysis Ability to build and maintain positive relationships with a wide range of staff Flexible and creative during times of change	Proven ability to be an effective team member

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment