

Job Description

Teacher Pay Scale: Main Pay Scale
(Fringe)

Contract type: FTC until 31.08.2027

Reporting to: SLT

Cover Teacher/Supervisor

Job Purpose

To supervise whole classes during the short-term absence of teachers, to include timetabled PE lessons. The primary focus is on managing the classroom environment, maintaining good behaviour, promoting positive attitudes and keeping children on task. Respond to questions and generally assist children to undertake set activities which have been set by the teacher who is absent, or by the department on their behalf.

Key Accountabilities

- To provide cover supervision for lessons on a regular basis, with both short-notice and planned cover requests.
- Supervise children in lessons in accordance with the school policy, ensuring the work provided for the children is communicated effectively, delivered and completed as per the teacher's lesson plan.
- Promote and maintain excellent relationships with all children.
- Manage the behaviour of children whilst they are undertaking set work to ensure a positive environment for learning, challenging unacceptable behaviour as per the school's behaviour policy.
- To support children with SEND provision and Pupil Premium through quality first teaching and targeted intervention
- Respond to general queries and questions about the lesson from children, developing a constructive and positive environment in which the children can complete the set work.
- Deal with any immediate problems or emergencies in the classroom, according to the school's policies and procedures.
- Collect in any completed work after the lesson and return it to the appropriate teacher.
- Report back to the class teacher as appropriate on the conduct of children during class and any issues arising.

- Provide administrative and learning support to nominated departments within the school during periods when no cover is required.
- Cover form time for absent teachers when required.

Notes:

This job description may be amended at any time in consultation with the postholder.

Person Specification:

Skills and Knowledge

To carry out the duties of a class teacher as set out in the School Teachers Pay and Conditions Document accessible at <https://www.gov.uk/government/publications/teachers-standards> and the Teachers' standards accessible at <https://www.gov.uk/government/publications/teachers-standards>.

This includes:

- Promoting high standards of learning and achievement for all children through the delivery of high quality teaching
- Taking on the role of pastoral form tutor to provide high quality academic guidance and mentoring
- Undertaking any other reasonable professional duties as requested by the Headteacher to ensure the effective operation of the school
- Promoting and supporting the vision and values of the Greensand Multi Academy Trust

In addition, essential skills and experience include:

- Qualified Teacher Status (QTS)
- Able to engage with young people in a positive way
- Possess good interpersonal and communication skills so as to relate effectively and professionally to and earn the confidence of children, parents and colleagues
- Develop and promote positive relationships with colleagues to work collaboratively as part of a team
- Able to understand and apply the full range of school policies; including learning and teaching, equalities, special needs and behaviour management
- Able to manage safely the classroom activities, physical learning space and resources, with due regard to school Health and Safety policy
- Able to use a range of strategies to deal with classroom behaviour as a whole, as well as individual behavioural needs
- Be sensitive to children's needs and concerns so as to identify welfare problems/student issues and report them as necessary. Be aware of child protection arrangements
- Able to be flexible and adaptable