



**JOB DESCRIPTION**  
**Cover Teacher**  
**Teachers Main Scale M1-M6**

## **Job Purpose**

To supervise whole classes during the short-term absence of teachers, including:

- Maintaining good order
- Keeping students on task
- Responding to questions
- Assisting students to undertake set activities

To implement agreed work programmes with individual students or groups of students, both in and out of the classroom. This could include:

- Students requiring specialist knowledge
- The management and preparation of resources
- To actively participate in activities in support of the aims of the Academy
- Safeguarding

To be familiar with and follow all Academy policies, in particular those related to safeguarding, including:

- Child protection
- Health and Safety
- Confidentiality and data protection
- To promote the welfare of children

## **Specific Duties and Responsibilities**

**The postholder's key functions are to:**

- supervise classes of students in the absence of teachers
- contribute to the examination invigilation teams where appropriate
- contribute to the administrative support function of the school when possible

**The postholder will:**

- be responsible to the Senior Leadership Team, through relevant line managers, for effective implementation of all aspects of the job description
- liaise with relevant Heads of Faculty to obtain work for classes whose teachers are absent and then return such completed work at the end of lessons
- manage the behaviour of pupils whilst they are undertaking work to ensure there is a constructive working environment in the classroom
- respond to questions from pupils, where possible, to assist in the learning process;
- deal with any immediate problems that may arise in accordance with school procedures
- report back as necessary on any behavioural issue occurring during the supervision period
- assist in the development and refinement of banks of work, in consultation with teachers, to create high standard cover materials
- contribute to the maintenance of cover materials
- as times allows, contribute to display work around the school
- assist with both internal and external examination invigilation
- contribute fully to reflection and review of this position

# The Joseph Whitaker School

*A Specialist Sports College and Foundation School*



- undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms
- promote the school in accordance with the School Improvement Plan up to a level that is reasonable in relation to the grading of the post
- carry out school and Trust policy as documented and/or as directed by the Headteacher
- respect the confidential nature of all information acquired in the performance of the job either verbally or in writing
- work in a responsible and safe manner, paying attention to all Health and Safety and Safeguarding procedures operating within the school and Trust
- work in a way that enhances the school in the eyes of the local community and beyond;
- work flexibly within school according to the grade or level of work
- assist in the provision of a high-quality educational experience for all children
- Engage in appraisal activities and reviews as required by the Trust policy and use the process to develop your personal and professional effectiveness

## **Specific Duties and Responsibilities**

### **Curriculum**

- To ensure the delivery of high-quality learning opportunities for the students of The Joseph Whitaker School
- To prepare and teach appropriate, engaging and challenging lessons
- To assess students' work and report on progress as required

### **Supplementary Information**

The nature of the post requires a flexible working pattern to meet the needs of the school and individual students. Working arrangements will be determined through consultation with the relevant person on the Senior Leadership Team.

Person Specification

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	Essential	Desirable
QUALIFICATIONS	Well-qualified Graduate Teacher QTS Awareness of current developments within education	
SAFEGUARDING	Full understanding of the Safeguarding requirements and how teachers promote the welfare of children Enhanced DBS and validated references Eligibility to work in the UK	Child Protection Training
TEACHING EXPERIENCE	Potential for Good or Outstanding teaching ability IT literate, making highly effective use of ICT to enhance teaching Strong use of data to inform teaching and improve learning Experience of tutoring students in a pastoral capacity	Potential to contribute to extra-curricular activities in other areas
PERSONAL QUALITIES	Commitment to raising achievement An innovative and positive attitude Excellent communicator, both orally and in writing Ability to work as part of a team	