

## **JOB DESCRIPTION**

<b>School</b>	Rivington and Blackrod High School
<b>Job Title</b>	Cover Teacher
<b>Responsible to</b>	Senior Leadership Team

## **MAIN DUTIES**

- To independently deliver pre-prepared lessons to pupils in class across a range of subjects during the short-term absence of their normal class teacher, with the primary focus of maintaining good order and ensuring students are on task, understand learning expectations and complete the work set by the teacher.
- Create a calm and positive learning environment conducive to the delivery of engaging teaching and learning in the absence of the main teacher.
- Give instructions on the work set, monitor behaviour and ensure a purposeful learning environment.
- Support individuals and groups of pupils to enable access to learning, which may include those requiring detailed and specialist knowledge in particular areas.
- Implement agreed work programmes with individuals/groups.
- To support, advise, guide and supervise students throughout the school and throughout the school day.
- To follow school systems and procedures on behaviour management inside and outside the classroom.
- Be aware of and comply with policies and procedures relating to inclusion, SEN, safeguarding and child protection, health and safety, security, confidentiality, equality and data protection, reporting all concerns to the appropriate member of staff.
- To register and record student attendance as required.
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

## PERSON SPECIFICATION

The post holder is required to be flexible and adapt to any conflicting and changing priorities adjusting their workload to meet daily requirements for the role.

ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	
<ul style="list-style-type: none"> <li>• Level 2 or higher qualification in English / Literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Active in continuing professional development</li> <li>• QTS desirable but not essential</li> </ul>
<ul style="list-style-type: none"> <li>• Level 2 or higher qualification in Maths / Numeracy</li> </ul>	

<b>Knowledge, Skills and Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Experience of working under pressure and to tight deadlines</li> <li>• Supervisory experience</li> <li>• Good organisational and administrative skills</li> <li>• Effective in the use of ICT</li> <li>• Experience of teaching secondary education at Key Stage 3 and Key Stage 4</li> <li>• A passion for teaching with the ability to deliver inspiring lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge/understanding of development issues in education – nationally and locally.</li> </ul>

<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>• Speaks confidently</li> <li>• Ability to remain calm under pressure</li> <li>• Ability to communicate across all levels</li> <li>• Ability to promote a positive ethos and role model positive attributes</li> <li>• Ability to build and maintain effective working relationships</li> <li>• Flexible and resilient</li> <li>• Reliable and good attender</li> <li>• Effective team player</li> <li>• Dresses professionally</li> <li>• Commitment to maximising the achievement of all learners is essential.</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to take on further duties/responsibilities.</li> <li>• Willing to take part in extra-curricular activities.</li> </ul>

<p>Note to Applicants: <b>Please try to show in your application form, how best you meet these requirements</b></p>
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