



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION

Post: **Cover Teacher**

Salary: **UQ Teacher**

Responsible to: **Headteacher**

Job Purpose

To work within the framework of the Teachers pay and conditions, current legislation and the policies of the Multi Academy Trust.

The key function of the role is to cover lessons for teaching staff in their absence. When not covering lessons the Cover Teacher will be expected to engage in activities as detailed below.

Key Tasks

To take responsibility for groups or classes of students in the short-term absence of their usual teacher. In this context, the Cover Teacher will be responsible for:

- supervising work that has been set in accordance with school policy;
- liaising with teaching staff with regard to work set for a class;
- managing the behaviour of students to ensure a constructive environment whilst undertaking work;
- responding to any questions from students about process and procedure;
- dealing with any immediate problems or emergencies in accordance with the school's policies and procedures;
- collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader;
- reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising;
- Student registration of a class.

Additionally.....

- To support the work of one or more curriculum areas;
- Plan, teach and provide feedback to students for the lessons which you are timetabled within the subject area that you are attached to;
- To take part in whole school INSET activities to enhance expertise;
- To accompany students on trips, visits and other educational activities;
- To undertake a 'duty' as part of the school's duty system (including break and lunch);
- Support the work of classroom teachers when not deployed directly covering a class;





FINHAM PARK
MULTI ACADEMY TRUST

- Contribute to a bank of stand-alone lessons that can be used in the subject you are attached to;
 - Support and contribute to the creation and maintenance of classroom displays;
 - Invigilate internal and/or external examinations when needed.
- The post holder will be expected to undertake other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of a Cover Teacher.

Whole-school organisation, strategy and development

- Make a positive contribution to the wider life and ethos of the school;
- Work with others on curriculum and pupil development to secure co-ordinated outcomes;
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

Health, safety and discipline

- Promote the safety and wellbeing of pupils;
- Maintain good order and discipline among pupils, managing behaviour effectively;
- To ensure a good and safe learning environment.

Professional development

- Take part in the school's appraisal procedures;
- Take part in further training and development in order to improve own teaching and obtain a recognised teaching qualification;
- Prioritise and manage their own time effectively;
- Reflect on and evaluate their own effectiveness.

Communication

- Communicate effectively with pupils, parents and carers to build respectful relationships;
- Communicate well and effectively with all members of staff.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- Play a full part in the collaborative activity of the subject area you are attached to.
- Communicate clearly with professionals both in spoken and written form;
- Develop effective professional relationships with colleagues.

Personal and professional conduct





FINHAM PARK
MULTI ACADEMY TRUST

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school;
- Have proper and professional regard for the ethos, policies and practices of the school and the MAT, and, maintain high standards of attendance and punctuality;
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities;
- Lead by example as a role model for other colleagues, professionals, pupils and parents.

Safeguarding

All staff are required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Notes:

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

