



Halesbury School - Class Teacher – Cover Job Description

Job Title:	Class Teacher - Cover
Line Manager:	Deputy Head Teacher
Supervisory Responsibility:	Teaching Assistants
Hours:	32.5 – All Year Round
Salary:	Main Scale + SEN 1 Allowance

Main Purposes of the Job

- **To cover internal Teaching staff absences, both short term and long term, throughout the school on a daily basis as instructed by the Senior Leadership Team. In the event of no staff absence, the role will involve supporting other classes across the setting**
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for all learners in your care using an autism friendly approach
- To monitor and support the overall progress and development of learners as a teacher
- To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their potential and to contribute to raising standards of their attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
- To lead and maintain positive and enjoyable break times for pupils including organising and participating in physical games and activities
- To contribute to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues

Main Responsibilities and Tasks

Strategic Planning and Curriculum

- To provide well planned, full learning experiences and support for learners following the whole school curriculum planning which reflect the schools' commitment to high achievement and effective teaching and learning
- To help to establish, alongside other staff, long term plans for development which:
 - a. Contribute to whole school aims, policies and practices
 - b. Are understood by all those involved in putting the plans into practice
 - c. Are clear about the action to be taken, timescales and criteria for success
- To monitor and record the progress made in achieving pupil targets associated with STAR (School Assessment System), SCERTs and EHCP's.



Halesbury School - Class Teacher – Cover Job Description

- To use the necessary data to effectively identify learner's needs and those who are underachieving within your responsibility, and where necessary, create and implement effective plans and reports of action to support them
- To be accountable for pupils' attainment progress and outcomes
- To analyse and interpret all appropriate evidence both in school and from outside to inform, policies, practices, expectations, targets and teaching methods
- To contribute to the school process of self-evaluation and development in the School Improvement Plan, to have regard for your own professional growth and to play a part in the general life and work of the school, its meetings and events
- To work with SLT on issues of curriculum development of teaching and learning practice where issues are identified through planned observation in line with the school monitoring programme
- To liaise with a wide range of teams within the school to ensure continuity and progression during the cover of staff absence

Teaching and Learning

- Have a clear understanding of the complex and changing needs of the pupils, particularly those with Autism, ADHD, Complex Communication Difficulties, low levels of Cognition and Learning and pupils with SEMH needs
- To ensure curriculum coverage, continuity and progression for all learners through planning, setting and marking of appropriate work
- To ensure effective development of learners' literacy, numeracy, information communication technology (ICT) and PSHE skills throughout your teaching based on the individual needs of each pupil
- To maintain discipline in accordance with the school procedures and to encourage good practice with regard to punctuality, social skills, behaviour and standards of work
- To establish and implement school policies and practices for assessing, recording and reporting on learners' achievement and for using this information to recognise progress in report writing and record keeping
- To ensure that information about learners' achievements in previous classes is used to enhance further progress

Leading and Managing

- To establish constructive working relationships among staff with whom you work, through team working relations and mutual support; evaluating practice and developing an acceptance of accountability
- To sustain one's own motivation and, where possible that of other staff, through having positive attitudes and an understanding of the ethos, aims and values of the school
- To effectively deploy staff in the classroom
- To undertake agreed additional responsibilities in line with professional growth targets



Halesbury School - Class Teacher – Cover Job Description

- In the event of long-term staff absence, when appropriate, risk assessments would need to be written for any offsite activities or specific pupils

Effective use of resources

- To establish resource needs and advise your Middle Leader of likely priorities for expenditure and allocate available resources with maximum efficiency to meet the objectives of the school and its plans
- To ensure the effective, efficient management and organisation of learning resources, including the use of information and communication technology in your teaching, planning, research, assessment and record keeping
- To maintain existing resources and explore opportunities to develop or incorporate new resources from a wider range of sources inside and outside the school
- To support and discuss pupil progress in parent/carer meetings when requested to do so
- To support and contribute to effective working relationships with teachers, parents, LA Officers and professional outside agencies

General duties and other responsibilities

- This Job Description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out, although the duties listed will qualify for non-contact time for Preparation, Planning and Assessment, in line with your teaching time (10% of). This would be the case in the event of covering a long-term absence only
- During when times when no cover is required, an alternative timetable will be followed
- To be aware of child protection issues and the need for confidentiality and to identify to the named Safeguarding Lead colleague in school, concerns in respect of individual children
- To work in accordance with 1988 Education Act, more recent legislation with particular reference to Health and Safety requirements, all school policies and LEA advice
- To supervise and monitor learners' behaviour and conduct both in lessons and in the playground as part of the school duty of care, pastoral and welfare support
- To be familiar with the school's fire evacuation and lockdown procedures. Ensuring any PEEPS and GREEPS are followed
- To report all medical administration on the school's Medical Tracker system. This includes all staff and pupil accidents/injuries following consultation with SLT and parents/carers when appropriate
- To accompany a staff member and injured child, who requires urgent medical attention (if necessary)
- To support the school in meeting its legal requirements for worship



Halesbury School - Class Teacher – Cover Job Description

- To liaise and maintain good relationships with parents/carers and relatives to offer help and support as required using a variety of communication methods to maintain contact
- To take part in the school's annual routine for professional growth, and to be responsible for evidencing the achievement of your own targets, in line with the Policies and Code of Practice for the School
- To attend staff meetings and other staff training as appropriate
- Employees are expected adhere to the staff code of conduct

Accountability

- In the first instance you are accountable to your middle leader. Overall accountability is to the Head Teacher, School Governing Body and the LA

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances.

It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.

Any such further reasonable direction to you, not covered above, will be the responsibility of the Headteacher or their delegated authority.

Signatures – line manager and job holder

Signature of Manager:

Date:

/ /

Signature of post holder:

Date:

/ /