# Fisher-More-Letterhead-2024-(Header)

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| job description |
| **name:** |  |
| **job title:** | **cover teacher** |
| **grade:**  | **MPS1**  |
| **hours of work** | **as per other class teachers** |
| **responsible to:** | **headteacher, school business manager** |
| **job purpose the main objectives to be achieved by the postholder:**To teach and supervise the work of pupils in the event of teacher absence. To work collaboratively with the School Leadership Team in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive relationships with pupils. |
| main activities   **What the Postholder will actually do** **What prescribed duties the postholder will have** |
| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts.****Support for Pupils (as a teacher)*** To set high expectations and teach groups of pupils in the event of teacher absence.
* To ensure high standards of behaviour of pupil groups that are being taught or supervised
* To implement specific teaching programmes with individual pupils or small groups appropriate to the developmental needs of individual children throughout different curriculum areas which support good progress and outcomes
* To be fully involved in supporting the personal, social and emotional needs of pupil(s), which may include the teaching of PSHE, or to undertake the role of form tutor.
* To support curriculum development where required and to plan short sequences of lessons following a broader curriculum map where necessary
* To develop positive relationships with pupils and staff to assist pupil progress and attainment which may include adapting teaching or teaching resources as required
* To use assessments with pupils and to prepare reports as required.
* To ensure that the highest professional conduct and behaviour is maintained at all times

**Support for the Teacher (when assigned to team teach)*** To teach and supervise pupils, and manage pupil behaviour.
* To undertake maintenance of records.
* To undertake marking of pupils’ work and record achievement.
* To administer tests and assist in the invigilation of exams.
* To assist in the supervision of children on trips/visits.

**Support for the School (as a valued member of staff)*** To assist in providing a purposeful, orderly and supportive environment for learning.
* To support the promotion of positive relationships.
* To work within the school Mission Statement, policies and procedures.
* To attend staff training/meetings as appropriate.
* To take care for their own people’s health and safety.
* To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

**Support for the Curriculum*** To be familiar with the content of the school curriculum.
* To assist in the delivery of appropriate programmes of work.
* To support the use of ICT in learning activities.
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| Note: In addition other duties at the same responsibility level may be interchanged with/added to this list at any time |
| **Agreed by: Date:** |

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

**Customer Focus**

We put our customers’ needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Update: September 2024