

## Role Profile

### Key responsibilities

- To cover lessons for KS3 and GCSE pupils in the secondary school section during the absence of teachers
- Teach these lessons to ensure that pupils at all starting points make outstanding progress
- Teach lessons across a range of subjects
- Liaise closely with the Heads of Department to ensure excellent teaching and learning in cover lessons.
- Liaise with class teachers regarding planning and delivery of these cover lessons
- Monitor pupil progress, ensuring secure teacher assessments inform pupil grouping and interventions effectively
- Ensure pupils work in a calm and secure environment and manage the behaviour of pupils in accordance with school procedures

### Generic responsibilities

- Being a highly effective cover supervisor
- Running an extra-curricular club or activity
- Running home learning club
- Being a positive and dynamic role model for other members of the staff team
- Sharing responsibility for the school's standards and achievement, including pupil progress and the drive to improve outcomes
- Playing an active part in the life of the school through meetings and high visibility to pupils, staff and parents, including at assemblies and meetings
- Promote and adhere to the School's values and ethos
- Willingness to take part in coaching and mentoring
- With SLT colleagues, raising expectations and promoting the school positively with all stakeholders
- A thorough understanding of inclusion and safeguarding requirements
- Attend relevant training and take responsibility for development
- Participate in the appraisal process

### Key Accountabilities

The postholder is line managed by the relevant Assistant Headteacher

**Person Specification**

<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications:</b> Degree</p>	<p>QTS</p>
<p><b>Experience:</b> Experience of working with pupils in a school Experience of CPD to improve performance</p>	<p>Experience of effective assessment, tracking and target setting systems</p>
<p><b>Professional Development:</b> Ambition to be a teacher Knowledge of the Key Stage 3 and GCSE national curriculum Knowledge of a range of effective teaching resources Knowledge of safeguarding matters Knowledge of how to create an effective learning environment Excellent ICT skills</p>	<p>Professional development visits to other schools</p> <p>Aware of current national and local educational initiatives</p>
<p><b>Personal qualities:</b> Kind Able to build excellent relationships with pupils Hardworking, smart and reliable role model Resilient, diligent and persistent when problem solving Very well-organised A positive and dynamic approach to school life Reflective and thoughtful with skills of critical analysis Ability to build and maintain positive relationships with a wide range of staff Flexible and creative during times of change</p>	<p>Proven ability to be an effective team member</p>

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*