



SOLIHULL

JOB DESCRIPTION: Cover Teacher

Responsible to: Head of Department / Cover Manager

Primary Responsibility: To perform “the duties of a school teacher” as outlined in the teaching standards and in accordance with the aims of the school.

Specific Duties and Responsibilities:

Teaching

- To uphold at all times the teaching standards;
- To reflect and develop your knowledge and practice in an ongoing fashion;
- To take on board whole school initiatives and apply them effectively (e.g. provision for pupils with SEND, use of technology etc);
- Being familiar with the routines of the school day;
- having high expectations of pupils at all times (including behaviour, effort, etc.);
- ensuring work is marked following the school’s marking policy.
- To carry out, with commitment and care, all roles of a classroom teacher as laid out by the Head of Department and other academic leads;

Pastoral Care

- To safeguard children to the best of your ability;
- To develop warm and respectful relationships with all pupils under your care and provide effective and appropriate support in line with the expectations of the school;
- To carry out, with commitment and care, all roles of a form tutor as laid out by pastoral leads.

General

- Promoting welfare and safety of all members of the school community, and adherence to the school’s Safeguarding and Child Protection Policy;
- Support the aims and values of the school at all times;
- Support all members of the school community with respect and consideration;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school’s CPD and professional development procedures;
- Participate in the management of the school by attending meetings as required;
- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder.

The Job Description is subject to:

- Other reasonable requests by negotiation with the School Leadership Team
- Annual review.

PERSON SPECIFICATION: COVER TEACHER

	Essential	Desirable
Qualifications	Educated to degree level in relevant subject	Qualified teacher
Experience	Experience of teaching pupils at the relevant key stage(s)	Experience of subject teaching Evidence of ensuring significant pupil progress Experience of using technology effectively to encourage learning.
Knowledge	High level of subject knowledge, including the relevant curriculum, as appropriate to the age / key stage(s) of the pupils Good working knowledge of Microsoft Office including Outlook, Word and Excel	Knowledge of management information systems Knowledge of Teams
Personal competencies and skills	Commitment to safeguarding and promoting the welfare of children. Suitable to work with children Excellent interpersonal skills Humour Ability to reflect upon and improve own practice Ability to build excellent working relationships with pupils, colleagues, parents and other stakeholders Ability to mentor and develop pupils Excellent behavioural management skills Ability to handle concerns or complaints in a calm and effective manner. Creative and willing to try new ideas Able to meet children's different needs Well organised and able to meet deadlines. Excellent attention to detail Ability to work under pressure, organise and prioritise workload The capacity to remain calm and cope with unexpected issues Ability to use own initiative, work without supervision and problem solve	

	<p>Highly professional manner</p> <p>Excellent written and oral communication skills</p> <p>Ability to deal with confidential information with discretion</p> <p>Ability to use careful judgement, tact and diplomacy</p> <p>Flexible attitude with ability to work outside of core school hours with notice</p>	
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