



# Cover Teacher

## Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# Job Description

Reporting to:	Assistant Headteacher
Key Contacts:	Leadership Team, Teachers, Support Staff, Students, Parents/Carers,
Location:	Based at Poltair School
Salary:	£23,777 per annum

## **Key Roles and Responsibilities:**

- ❖ Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- ❖ To implement and deliver lessons to students as directed and planned by class teachers, differentiating activities for students as required, and to support a designated curriculum area as appropriate.
- ❖ To monitor and support the overall progress and development of students in the course of undertaking the role of Cover Teacher.
- ❖ To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- ❖ To contribute to raising standards of student attainment.
- ❖ To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- ❖ To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- ❖ Being very flexible in approach and adapting to suit the needs of the school and its students.

## **General Responsibilities applicable to all staff:**

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all pupils.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

## SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.



**CORNWALL EDUCATION LEARNING TRUST**

Units 15 & 16 St Austell Business Park, Treverbyn Road, Carclaze, St Austell, Cornwall, PL25 4FD

# Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> <li>Degree or equivalent qualification</li> <li>Qualified teacher status</li> <li>Experience of teaching at Key Stage 3 and 4</li> </ul>	<ul style="list-style-type: none"> <li>Post graduate qualification / Masters Degree</li> <li>Experience as an exam marker for GCSE or A-Level</li> </ul>	Application Form / Interview
Skills and Experience	<ul style="list-style-type: none"> <li>Excellent ICT skills</li> <li>High level of oral and written communication skills</li> <li>To be student focused in all regards</li> <li>Flexible and adaptable to be able to cover lessons across all subject areas</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of national and examination curricular requirements across one or more subject areas</li> <li>Evidence of classroom curriculum materials which you have developed</li> <li>Knowledge of current education and professional developments and an understanding of their application in a while school context</li> </ul>	Application Form / Interview
Specialist Knowledge	<ul style="list-style-type: none"> <li>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li> <li>Demonstrates an awareness, understanding and commitment to equality and inclusion</li> </ul>		Application Form / Interview
Personal Qualities	<ul style="list-style-type: none"> <li>To believe in the importance of team work and a collaborative approach, to be able to contribute effectively to a team and build supportive working relationships with colleagues</li> <li>Professional, reliable and honest</li> <li>Flexibility towards working hours</li> </ul>		Application Form / Interview
Values Related Qualities	<ul style="list-style-type: none"> <li><b>Collaborate</b> – ability to work effectively as a team</li> <li><b>Empower</b> – ability to take initiative and problem solve in order to improve performance</li> <li><b>Leadership</b> – To lead by example and achieve shared goals</li> <li><b>Transformation</b> – ability to recognise a need for change and adapt accordingly</li> </ul>		Application Form / Interview