**Job Description**

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| Job Title: | | Cover Teacher | Department/Group: | Teaching staff |
| Level/Salary Range: | | Teacher Main Pay Scale T1– T3 | Reporting to: | Assistant Headteacher |
| Contract term: | | All year round | Hours per week: | Full time |
| Safer Recruitment Statement | | | | |
| The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | | | | |
| Vision Statement | | | | |
| *“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:*  *• Offering a high quality, inclusive and distinctive education*  *• A caring and nurturing environment based on our Christian values*  *• Recognising the unique nature of each child.* | | | | |
| All staff employed by the Bishop Fraser Trust are required to: | | | | |
| * uphold and promote the Trust’s vision * uphold and promote the Christian ethos of all schools in the Trust * support and contribute to the achievement of all students academically and pastorally * support and contribute to the Trust’s responsibility for safeguarding all students * undertake professional training to enhance personal development and job performance; * Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection * maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect * share best practice, expertise and skills with others | | | | |
| Main Objectives of Role: | | | | |
| * To teach cover lessons for absent teachers under the direction of the relevant Curriculum Learning Lead * To support a Curriculum area when cover lessons are not required | | | | |
| Job Description: | | | | |
| **THE SCHOOL TEACHER’S PAY AND CONDITIONS DOCUMENT SETS OUT THE STATUTORY RESPONSIBILITIES OF ALL STAFF. THIS JOB DESCRIPTION COMPLEMENTS THAT DOCUMENT AND PROVIDES THE SPECIFIC CONTEXT FOR THIS POST**  **General Responsibilities**  To contribute to the ongoing development of a strong, effective Academy with an emphasis on aspiration and attainment, delivered through strong classroom practice and a fiercely held and demonstrated belief in the role of the academy in developing citizens for the future. All staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all students and to the development of the academy’s community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The Academy’s ethos is that of achievement, aspiration, commitment, good citizenship and enjoyment.  **Role specific responsibilities**   * to teach cover lessons to students throughout the age and ability range * to support admin within a particular curriculum area * to undertake some planning and marking during periods of providing cover for long term absence. * to attend appropriate CPD meetings/courses in order to keep abreast of developments * to participate in activities associated with performance management.   **Core teaching responsibilities**   * to encourage and motivate students to learn and achieve their best at all times and particularly at the end of the key stages in public examinations. * to promote extra-curricular activities within subject areas. * to ensure the teaching areas are enhanced by a stimulating learning environment. * to undertake the role of a form tutor if required. * to participate fully in the life of the Academy. | | | | |
| All staff at the Bishop Fraser Trust will: | | | | |
| * Seek to be positive and build up the common good through their own individual contribution to the life of their school * Offer ideas and suggestions for making things better * Engage actively in the appraisal and performance review process * Seek to develop a better work/life balance * Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description * Work within the Trust and individual school’s Health & Safety Policies to ensure a safe working environment for all staff and pupils. * Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description. * Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. * Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.   This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment. | | | | |
| Last Updated: | Jan 2025 | | | |

|  | **Cover Teacher - CRITERIA** | **E**ssential / **D**esirable |
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| **Work related circumstances – professional values and practices of the Bishop Fraser Trust** | High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements | E |
| Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners | E |
| Commitment to the Trust’s Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work | E |
| Safeguarding - Ability to form and maintain appropriate relationships and personal boundaries with children and young people | E |
| Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice | E |
| Able to liaise sensitively and effectively with parents and carers recognising their role in student learning | E |
| Able to improve their own practice through observations, evaluations and discussion with colleagues. | E |
| Flexible with an ability to be able to embrace and generate change | E |
| **Personal Qualities** | Strongly self-motivated and personally resilient | E |
| Exceptional levels of personal integrity, discretion, honesty, reliability and self-awareness | E |
| Presence, dynamism, good sense of humour and approachability | E |
| Strong intellect underpinned by a clear moral compass, instinct and intuition | E |
| Conscientious and diligent work ethic | E |
| High standard of professional personal presentation with an excellent attendance and time-keeping record | E |
| Patience, kindness and understanding | E |
| **Role Specific Professional Dispositions** | Evidence that the candidate perceives that the role of the teacher is to provide effectively for all of their learners through identifying individual needs and providing appropriate teaching | E |
| As a tutor, the ability to guide students' academic, personal and professional development, in accordance with the academy's guidelines and procedures | E |
| The ability to work in collaboration with other members of staff | E |
| The ability to direct the work of non-teaching staff allocated to support the learning of students in the classroom | E |
| Evidence of learning beyond the workplace | D |
| **Qualifications** | Honour’s degree | E |
| Qualified Teacher Status or equivalent in specialist area | E |
| **Experience** | Experience of successfully teaching cover lessons across the whole age and ability range | E |
| Experience of successfully teaching students with challenging behaviour | E |
| **Curriculum** | A good working knowledge of assessment for learning processes and practices | E |
| Understanding of vocational pathways and requirements | E |
| **Knowledge** | Good levels of literacy | E |
| Ability to swiftly adapt to and utilise new systems and software | E |
| **General Skills** | Ability to plan, organise and prioritise effectively | E |
| Ability to use technology and appropriate software to enhance learning | E |
| Good classroom management skills with the ability to adjust planned activities and think on feet to meet individual student needs | E |
| Ability to use Management Information Systems (e.g. SIMs) | E |
| **Communication skills** | Confident communicator, communicating effectively and concisely both in written and verbal form to a variety of audiences | E |