

## **JOB DESCRIPTION**

**Job Title:** Associate Teacher

**Department:** Cover

**Responsible to:** Cover Manager

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### **Job Purpose**

To provide cover for classes in the event of planned or unplanned absence by teaching staff in the academy, up to and including the third day of absence. To support staff and students in all areas of the curriculum to enhance students' development

### **Safeguarding**

Our academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

### **Main Duties**

*Note: The Associate Teacher is not responsible for the planning or preparation of lessons, materials or resources, nor are they be responsible for lesson delivery, detailed evaluation and pupil assessment. The Associate Teacher will be primarily responsible for the maintenance of good order and focused activity.*

- 1.1 To supervise classes in the absence of a teacher for either unplanned or planned absence.
- 1.2 To complete registers
- 1.3 To describe and explain learning activities, answering queries, giving direction and assisting with differentiated tasks and materials, encouraging students to improve the quality of their work
- 1.4 To use a range of strategies to deal with classroom and individual behaviour, managing behaviour in accordance with academy policies and procedures, referring on to teaching staff where required
- 1.5 To support students in the use of ICT.
- 1.6 To monitor uniform and jewellery in cover lessons, refer any issues to teaching staff.
- 1.7 To be aware of the targets outlined in students' Individual Education Plans.
- 1.8 To collect any completed work after the lesson and return it to the appropriate teacher.
- 1.9 To give feedback on cover lessons to teaching staff.
- 1.10 To act as a role model, maintaining high standards of student work, conduct and behaviour

### **General**

- 2.1 To attend required meetings and training sessions
- 2.2 To comply with individual responsibilities for health & safety in the workplace in accordance with the academies' Health & Safety Policies and Procedures. This includes completion of online health and safety training
- 2.3 To ensure that all duties and services provided are in accordance with the academies' Equal Opportunities Policy
- 2.4 To maintain confidentiality in all academy related matters
- 2.5 To undertake any other duties commensurate with the post, as directed by Line Manager

### **Notes**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out
3. The job description is not a comprehensive definition of the post. It should be reviewed annually by the Line Manager and post holder. It may be subject to amendment to meet the changing demands of the academy at the reasonable discretion of the Head of Academy
4. This job description does not form part of the contract of employment

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### Person Specification

Criteria	Standard	Essential /Desirable
1. Specialist Knowledge & Experience	<ul style="list-style-type: none"> <li>• Educated to Level 3 or equivalent</li> <li>• Excellent literacy and numeracy skills including Maths &amp; English GCSE</li> <li>• Experience of working with children</li> <li>• Knowledge of a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs</li> <li>• Knowledge of Health and Safety</li> <li>• Good IT skills including Microsoft Office</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• Experience of working in a school</li> </ul>	D
2. Organisation & Planning	<ul style="list-style-type: none"> <li>• Experience of planning and managing a busy workload and conflicting priorities to deadlines</li> </ul>	E
3. Problem Solving & Initiative	<ul style="list-style-type: none"> <li>• Experience of resolving problems independently by assessing situation and using judgement for best course of action</li> <li>• Experience of adapting effectively to changing situations</li> <li>• Ability to stay calm under pressure</li> </ul>	E
4. Communication	<ul style="list-style-type: none"> <li>• Experience of communicating effectively to young people and adults with ability to use clear language to communicate information unambiguously</li> </ul>	E
5. People Skills & Customer Focus	<ul style="list-style-type: none"> <li>• Experience of building and maintaining effective relationships and negotiating effectively</li> <li>• Ability to motivate and inspire others</li> <li>• Experience of working effectively as part of a team</li> <li>• Demonstrate a commitment to equality</li> </ul>	E
6. Flexibility & Adaptability	<ul style="list-style-type: none"> <li>• Willing to work flexibly to meet academy needs including the ability to work at both academy sites</li> <li>• Willing to develop and learn in the role and undertake appropriate training courses</li> </ul>	E
7. Safeguarding	<ul style="list-style-type: none"> <li>• Understanding of safeguarding / child protection procedures</li> </ul>	E