



Clacton County High School

Walton Road, Clacton-on-Sea, Essex. CO15 6DZ
Tel: 01255 424266 e-mail: admin@cchs.school

Higher Expectations, Raising Aspirations, Transforming Lives

JOB DESCRIPTION 2025

TITLE OF POST: Cover Supervisor - Bank Staff (Zero Hours Contract)
RESPONSIBLE TO: Executive Headteacher/Head of School
LINE MANAGER: Assistant Headteacher
SALARY GRADE: Scale 6

JOB PURPOSE:

- To cover staff absence within the Teaching staff.
- To be an effective professional who demonstrates, through classroom management skills and previous experience, that they can teach a range of lessons effectively.

CORE REQUIREMENTS

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in students and colleagues.
- Build team commitment with colleagues and in the classroom engage and motivate students.
- Demonstrate analytical thinking to improve the quality of students' learning.
- Contribute to school improvement planning and promote the learning priorities of the SIP.
- Use Assessment for Learning strategies to provide feedback to learners and engage them in their learning.
- Contribute to the development and implementation of school policies.
- Use the performance management process to advance student learning and enhance professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.

KEY RESPONSIBILITIES

Teaching and Class Management

Teach allocated students up to and including GCSE through:

- Understanding and applying effective classroom management.
- Understanding and applying a range of teaching strategies.
- Positively targeting and supporting individual learning needs.
- Maintaining high levels of behaviour and discipline.

Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Maintain an up to date knowledge of good practice in teaching techniques.

- Know subject(s) or specialism(s) to enable effective teaching; take account of wider curriculum developments.
- Undertake professional development to enhance teaching and students' learning.

SAFEGUARDING RESPONSIBILITIES

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust or the Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Post holder _____ Date: _____

Signed: _____ Line manager _____ Date: _____

Signed: _____ Executive Headteacher/Head of School _____ Date: _____