# Job Description

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| **Academy:** | Leeds East Academy |
| **Job Title:** | **Associate Teacher - Cover** |
| **Grade:** | C3 .26 – .28 TTO + 5 days £23,398 - £24,964 Pro Rata (£19,923 - £21,256) |
| **Accountable to:** | Executive Administration Manager |

**Role:**

Purpose of job: To contribute to the key objective of the School Improvement Plan, 'Raising standards of achievement' by working under the guidance of senior teaching staff and within an agreed system of supervision, to implement agreed work programmes with individual groups, in or out of the classroom, and supervising whole classes during the absence of teachers.

Responsible for: Covering lessons when required for long and short periods of absence. Creating resources for departments and assisting with marking and feedback as well as 121 and group interventions.

*NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children's Act: Every Child Matters guide the work of every adult working at or associated with Leeds East Academy.*

**General Duties and Responsibilities:**

- To provide cover supervision for the long and short-term absence of teachers.
- Direct and supervise students to complete the work set and complete records for absent teachers
- To take on teaching timetables of members of staff with planned absence.
- Support departments with planning and preparation of lessons liaising with the Head of the Department and the team.
- To assist departments by supporting with marking and feedback where required.
- To use specialist skills/training/experience to support students' learning.
- Undertake dedicated and focused 1 to 1 work with individual and groups of students.

- Utilise specialist skills and knowledge to ensure activities promote the learning and progress of students.

- To establish productive working relationships with students, acting as a role model and setting high expectations.

- To promote the inclusion and acceptance of all students within the classroom.

- To support students consistently whilst recognising and responding to their individual needs.

- To encourage students to interact and work co-operatively with others and engage all students in activities.

- To promote independence and employ strategies to recognise and reward achievement of self-reliance.

- To establish an appropriate learning environment in lessons.

- To work with the teacher in lesson planning, evaluating and adjusting lesson/work plans as appropriate.

- To monitor and evaluate student responses to learning activities within a supervised lesson.

- To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.

- To be responsible for keeping and updating school records contributing to reviews of systems/records as requested.

- To promote positive values, attitudes and good student behaviour, dealing promptly with conflicts and incidents in line with established Positive Behaviour policy and encourage students to take responsibility for their own behaviour.

- To carry out invigilation of internal and external examinations and assist with students who have specific needs, for example access arrangements.

- To provide curriculum administrative support, administer coursework, produce worksheets and create resources as required, taking account of student's needs, language, and ability.

- Contribute to academy quality assurance processes when required.

- Reprographics/printing as required.

- To support the use of ICT in learning activities and develop students' competence and independence in its use.

- To help students to access learning activities through specialist support.

- To accompany visits and field trips as required.

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.

- To be aware of, support difference, and ensure all students have equal access to opportunities to learn and develop.

- To contribute to the overall ethos/work/aims of the school.

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**Other duties**

- To carry out morning, break, lunch and after school duties as required by the leadership team.

- Cover for Form Tutor Groups in cases of staff absence.

- Carry out any other duties as directed by the Principal.

**Equal Opportunities:**

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided

- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing

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**Generic Staff Requirements:**

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community

- Adhere to the principles expressed in the aims of the Academy and its mission statement

- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement

- Be a positive, collaborative team member

- Apply Academy policies in all aspects of the role

- Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be

changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce that reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

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| **Signed** | | **Dated** | |