

**JOB DESCRIPTION**

**JOB TITLE:** Aspirant Teacher

**REPORTS TO:**  Assistant Pastoral Director

**SALARY:** Unqualified Teaching Scale 1

**HOURS:** 35.75 hours per week

 7:45am to 3:30pm (Monday to Thursday)

7:45am to 3:00pm (Friday)

(term time only plus five INSET days)

**DATE:**  October 2019

**Purpose of the job**

1. To provide high-quality cover support for lessons across the curriculum.
2. To cover lessons, tutorials and support with various duties throughout the school day, including break and lunchtime supervision

Once the post holder has shown a competency in behaviour management (this is envisaged in term three or four following commencement of the role), there will also be the opportunity to teach individuals, groups and whole classes across the school.

**Key Responsibilities**

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| * To cover for absent teachers/support staff as necessary in lessons by covering classes, tutorials or duties
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| * To manage the supervision of students excluded from, or otherwise not working to, a normal timetable as necessary
* To cover the school’s ‘Back on Track’ room
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| * To teach whole classes when required and undertake duties around the school on a regular basis
* To establish productive working relationships with students, acting as a role model
* To arrange and develop one-to-one mentoring arrangements with students as required
* To provide feedback to students in relation to progress, achievement, behaviour, attendance etc.
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| * To support students' access to learning using appropriate strategies and resources
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| * To implement agreed learning activities/teaching programmes, adjusting activities according to students’ responses/needs
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| * To be aware of and support difference and ensure all students have access to opportunities to learn and develop
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| * To contribute to the overall ethos and aims of the school
* To attend and participate in relevant meetings
* To participate in training and other learning activities as required
* To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
* To complete training in order to be able to drive the school minibus
* To participate in the cover duty rota including before and after school
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**Health and Safety**

1. To be familiar with the school’s policies that refer specifically to health and safety regulations and implement it as applicable within the department
2. To ensure that health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and updated where necessary
3. To have regard to health and safety across the school in all aspects of work, in line with the school’s policies and keep up to date with all relevant policies and risk assessments

**Other duties and responsibilities:**

Any other duties commensurate with the general level of responsibility of the post that the headteacher may from time to time ask the post-holder to perform

These duties may be modified by the headteacher, with agreement, to reflect or anticipate changes to the job.

Ruislip High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Signed: Post-holder Dated:

Signed: Line Manager Dated:

**The job description is formally reviewed annually and therefore may be revised in line with the level of responsibility**