FULLHURST COMMUNITY COLLEGE

**JOB DESCRIPTION**

**JOB TITLE:** Cover Instructor (this post is subject to a six months probationary period)

**SALARY GRADE:** Unqualified Teacher, point 4

**RESPONSIBLE TO:** Principal

**LINE MANAGED BY:** Deputy Principal

# Core purpose of post

* To provide a high quality educational experience for all students by demonstrating the standards of knowledge, understanding and skills required.
* To carry out the duties of a School teacher as set out in the School Teachers’ Pay and Conditions Document.

**Key Responsibilities**

**Knowledge and Understanding**

* Have a secure up to date knowledge and understanding of teaching, learning and assessment.
* Have up to date knowledge of teaching techniques and learning styles.
* Understand how pupils’ learning is affected by their physical, intellectual, emotional and social development.
* Select and make good use of ICT and new technologies.
* Be familiar with and implement the college’s policies and procedures.
* Select and make good use of appropriate strategies for literacy and numeracy development.

**Planning, Teaching and Classroom Management**

* Plan effectively for clearly defined and accountable learning outcomes.
* Plan in light of agreed Schemes of Work and according to the College’s agreed lesson plan format.
* Plan homework activities according to agreed policies.
* Plan for the active use of TA’s (where available).
* Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met and momentum and challenge are maintained.
* Ensure the health and safety of all students.
* Facilitate the development of a range of key skills.
* Establish high expectations of behaviour and attainment.
* Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe positive learning environment in which pupils feel confident.
* Be familiar with the SEN Code of Practice and the identification, assessment and support of students with special educational needs.
* Be familiar with the individual needs of all learners and manage these appropriately.
* Evaluate your teaching to improve effectiveness.

**Monitoring, Assessment, Recording, Reporting, Accountability**

* Assess and record each student’s progress systematically with reference to the schools current practice.
* Make effective use of assessment information on student’s attainment to guide their next steps and to inform planning and lesson delivery.
* Mark and monitor classwork and homework in line with agreed policies ensuring marking is informative and helps students to progress.
* Participate in standardisation activities as required.
* Evaluate the progress of all students and complete reports for Subject Leader, students, parents and Principal as required.

**Other Professional Requirements**

* Establish and maintain effective working relationships with professional colleagues and parents.
* Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
* Take responsibility for own professional development identifying and pursuing opportunities for CPD to improve teaching and learning.
* Ensure health and safety guidelines are adhered to, be involved in health and safety audits/reviews

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Principal)