



Academies Enterprise Trust

Job Description

Job Title:	Cover Teacher
Location:	Charles Warren Academy, Old Groveway, Simpson, Milton Keynes MK6 3AZ
Hours of work:	Part Time
Reports to:	Senior Leadership Team

Purpose of the Role:

- To plan, implement and deliver an appropriate and differentiated curriculum for all learners
- To contribute to raising standards of pupil attainment
- To promote the well-being and personal development of every child
- To undertake the professional duties and responsibilities of a Teacher as set out in the current School Teachers' Pay and Conditions document.
- To uphold the professional code of the General Teaching Council for England
- To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted

Responsibilities:

- To teach pupils assigned to the teacher and to ensure the planning, preparation, recording, assessment and reporting meet their varying learning and social needs
- Adhere to school agreed practice
- Model the core values and ethos of the school
- To ensure the effective and efficient use of any staff that support teaching and learning in the classroom
- To teach pupils according to their educational needs
- To implement and follow school policies and procedures as approved by the Governing Board and Senior Leadership Team
- To set targets for pupils based upon formative and summative assessment
- Provide a supportive learning environment where resources can be accessed appropriately by all pupils
- To participate in the performance management process and show engagement in own professional development
- To establish and maintain good behaviour in the classroom in accordance with the school's positive behaviour policy
- To maintain appropriate records and provide accurate information on pupil progress and other relevant matters as required by the school
- To mark and give feedback on work set in school and for homework so that the learners are informed of how to improve
- To assess records and report on the attendance, progress, development and attainment of pupils and keep such records as are required
- To take part in the school's staff development program by participating in arrangements and opportunities for continuous professional development



- To attend and participate in meetings which relate to the school's management, curriculum, administration or organisation
- To work with relevant outside agencies or bodies
- To report to parents on the development, progress and attainment of pupils
- Follow school practice in all areas of safeguarding and take responsibility for staying abreast of



developments in this area

- Follow health and safety procedures and take responsibility for own safety as well as the children's

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
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. 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.
6. 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:

Job Title: Class Teacher

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> ● Qualified Teacher Status ● Degree or equivalent ● Evidence of commitment to continued professional development ● Enhanced DBS disclosure 	
Knowledge / Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> ● Evidence of successful teaching ● Sound knowledge of recent curriculum developments ● Clear knowledge of assessment and tracking procedures 	<ul style="list-style-type: none"> ○ Interest/expertise in a particular curriculum area ○ Awareness of strategies for promoting spiritual, moral, social and cultural development ○ A clear understanding of the importance of the wider curriculum
Skills	Abilities	<ul style="list-style-type: none"> ● Evidence of current good practice or potential to develop into an outstanding practitioner ● Good interpersonal skills ● Ability to collaborate with other staff ● A commitment to the ethos of the school ● Willingness to embrace innovation, change and creativity ● Good organisation and time management 	<ul style="list-style-type: none"> ○ Knowledge of the needs of EAL children



Personal Characteristics	Behaviours	<ul style="list-style-type: none">• Energetic, forward thinking, adaptable• Reliability and resilience• Sense of humour• Commitment to Equal Opportunities and the Safeguarding of Children• Able to be an exemplary role model to children and staff• Willingness to promote and uphold the vision, values and ethos of the school	
	Values	<ul style="list-style-type: none">• Ability to demonstrate, understand and apply our values:• Be unusually brave• Discover what's possible• Push the limits Be big hearted	
Special Requirements		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK• Evidence of a commitment to promoting the welfare and safeguarding of children and young people	