**Job Purpose To provide cover for lessons where a**

**teacher is absent and has set work**

**for pupils to complete**

**Duties and Responsibilities**

* To value and contribute to the school’s achievement culture, to its commitment to raising standards of performance, and to its Technology College ethos and culture.
* To undertake general duties and responsibilities relating to lesson cover.
* To accurately interpret the work set for pupils by absent teachers.
* To support pupils, and clarify (on an individual basis if necessary) the instructions given.
* To maintain discipline and order within the classroom.
* To implement all whole school policies so that pupils’ learning and health & safety are consistently supported.
* To undertake training appropriate to the needs of the role.
* To be responsible for the best use, supervision and security of any resources within the classroom.
* To be responsible for the teaching room with regard to its good order, appearance and health and safety issues.
* To comply with the school’s Health & Safety Policy.
* To undertake any others duties (when not providing lesson cover) that may reasonably be required of you.
* To advise and co-operate with the headteacher and other teachers on the preparation and development of cover work and its recording.
* To attend assemblies as appropriate if covering a registration period when an assembly is timetabled to take place.
* To register the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Signed……………………………………………. Date……………………………