



AYLESFORD SCHOOL
WARWICK

Job Description – Associate Teacher

Post:	Associate Teacher
Contract Start Date:	ASAP 2024
Hours per week:	31.25 hours per week, Monday to Friday 8.30am – 3.15pm Term Time Only (38 weeks)
Salary/Grade:	Grade F, Points 7-10

This job description may be amended at any time, following consultation between the Headteacher and the Cover Supervisor and will be reviewed annually.

The post holder is responsible to the Cover Manager

Core Purpose:

- To provide short term cover for absent teaching staff; registering students, allocating & supervising prepared work, keeping students on task and managing the behaviour of pupils during class
- To provide support to an assigned Department when not required to provide cover

Specific duties and responsibilities:

- Cover supervision within all departments/subject/year groups, depending on demand and needs of the School.
- Cover morning registrations for absent Form Tutors, registering and recording student attendance on SIMS – lesson monitor.
- Register and record student attendance in lessons on SIMS – lesson monitor
- Ensure orderly entrance and exit of classrooms
- Create a calm and purposeful environment in which students can complete work set by the classroom teacher
- Supervise the whole class in undertaking pre-set work and/or activities during the absence of the regular teacher, including introducing and closing the class. The work will be pre-set by the regular teacher or the Head of Department
- Keep students on task as necessary
- Respond appropriately to questions raised by students
- Maintain good order and manage behaviour constructively
- Deal with immediate problems and emergencies in accordance with the school's policies and procedures
- Follow school systems and procedures on behaviour management
- Collect any completed work and return it to the appropriate teacher
- Report back on behaviour of students during the class, and on any issues directly arising

- Manage resources effectively and ensure classrooms are left tidy and ready for the next lesson
- Collect any completed work after the lesson and return it to the appropriate teacher
- Liaise with teacher(s) about cover work and monitor progress in order to provide absent teachers with feedback to inform their planning.
- Liaise with the teacher / Head of Department regarding behaviour in the classroom ensuring rewards and sanctions are disseminated as appropriate.
- Complete lesson review documents as required.
- Provide support to an assigned department when not required to provide cover e.g. in the SEN department or in the general office. The department can be agreed with the HR Manager and may change depending on the needs of the School.
- Assist as part of a team in invigilating examinations, either internal or external exams

General

All members of the school support staff are expected to:

- Work towards and support the school's vision and objectives
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and positive courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adapt to the needs and pressures of the moment
- Adhere to school policies and procedures as set out in the staff handbook or other documentation that is available to staff
- Establish and maintain effective working relationships with colleagues
- Participate in meetings with colleagues in respect of the duties and responsibilities of the post
- Be responsible for your own professional development
- Carry out other tasks as reasonably directed by your line manager and/or head teacher

This job description should be seen as enabling rather than restrictive and will be subject to regular review. Given the evolving needs of the school, flexibility among staff is very important.

Signed:

Employee: _____

Date: _____

Headteacher: _____

Date: _____