



INFORMATION PACK

Casual Cover Teacher

Job Description—Casual Cover Teacher

Role: Casual Cover Teacher

General Responsibilities

- Supervise whole classes in the absence of the class teacher, supporting students' learning under the guidance of teaching staff.
- Support non-teaching areas or duties as required, under the guidance of Team Leaders.

Specific Responsibilities

- Under the agreed system of supervision, during the short-term absence of the classroom teacher, to supervise students undertaking work which has been set by the classroom teacher.
- This will require you to:
 - Check the cover list to see when you are required to cover lessons;
 - Register students and issue praise and sanctions in line with school policy;
 - Instruct the students about the work left by their subject teacher;
 - Issue students with the resources for their learning (provided by the teacher).
- To support students by responding to their individual needs and promote the inclusion of all students in the classroom;
- To provide feedback to students in relation to progress and achievement within the lesson;
- To manage student behaviour and deal promptly with negative behaviour incidents in line with the school's Behaviour for Learning Policy;
- To return the work completed by students to the appropriate teacher and feedback on progress made in the lesson;
- To monitor and evaluate students' responses to learning activities through observation and recording of progress and provide feedback/reports to the relevant member of staff as required;
- To cover for Teaching Assistants or in the internal suspension room when required;
- to undertake any administrative duties, as directed, when cover is not required;
- To undertake any additional duties as deemed reasonable by the Principal.

Person Specification: Casual Cover Teacher

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
Qualified Teacher Status / Degree relevant to the subject	X		Application form/Verified at interview
High standard of literacy	X		Application form
Commitment to Safeguarding	Essential	Desirable	Method of Assessment
Motivation to work with children and young people	X		Application form/Interview
Commitment to, and belief in, the equal value of all students	X		Application form/Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Application form/Reference/Interview
Ability to raise the self-esteem and expectations of children and young people	X		Reference/Interview
Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline	X		Application form/Reference/Interview
Teaching and Learning	Essential	Desirable	Method of Assessment
Proven track record of outstanding teaching	X		Application form/Interview
Proven track record of strong and effective behaviour management strategies	X		Application form/Interview
Excellent ICT skills	X		Interview
Interpersonal Skills	Essential	Desirable	Method of Assessment
Ability to communicate effectively and relate well to all stakeholders	X		Application form/Reference/Interview
Ability to work as part of a team	X		Application form/Interview
Personal Qualities / Skills	Essential	Desirable	Method of Assessment
Creativity, energy and enthusiasm	X		Application form/Interview
Evidence of working effectively under pressure	X		Interview
Good sense of humour	X		Application form/Interview