



St Laurence School

Cover/Supply Teacher Job Description

15-25 HOURS PER WEEK
(hours to be agreed)
TERM TIME – 39 WEEKS PER YEAR
NJC Grade SCP 12-14

Key Functions:

Under the guidance and direction of the Cover Manager and Director of Finance and Operations:

Learning Supervision and Support:

- Acting as a classroom supervisor for absent teachers as required across all subjects and tutorials, maintaining a safe environment for students, writing reports on each lesson and, where necessary, following up with students/staff to ensure good continuation of learning.

when not required for the above

- Providing reports and other information on lessons covered and contributing to analysis of data.
- Supervising Isolation Unit or other specialist student areas.
- Supporting other classes according to need or as identified by team leader/senior staff.
- Attending PTA meetings to review and develop cover procedures and techniques.
- Accompanying teachers and classes on educational visits as required.
- Contributing to development of resources and practices related to cover.
- Other duties as identified by the Assistant Head in charge of Cover or the Director of Personalised Learning.

Other Duties may include:

- Acting as performance management appraiser to teaching assistants.
- Helping to co-ordinate and monitor areas of special responsibility involving teaching assistants – literacy/in-class support, behavior management, Study Support, Quiet Zone, Isolation unit, learning difficulties etc.
- Carrying out other leadership duties within the AEN Team, e.g. at meetings, taking forward new initiatives, writing reports etc.
- Ensuring that students adhere to the behavior policy of the School and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used.
- Other activities in support of students with SEN
 - Promoting their independence in learning and behavior
 - Helping students to fulfil targets
 - Enabling students to follow programmes set by teaching staff
 - Supporting all students included in a mainstream setting or support base, as appropriate
 - Assisting in the assessment of individual students
 - Assisting in the recording of students' progress
 - Raising awareness of teaching staff to the strengths and problems of individual students

General Requirements:

- Participating in training and development activities as required
- Participation in schemes of assessment, professional development and review.
- Attending meetings and communicating with colleagues in the School, outside agencies and other relevant bodies.
- To be an effective role model for the standards of behavior expected of students and colleagues.
- To have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the Governing Body and Local Authority.