

FULLHURST COMMUNITY COLLEGE JOB DESCRIPTION

JOB TITLE: Cover Instructor

SALARY GRADE: Unqualified Teacher, point 4

RESPONSIBLE TO: Principal

LINE MANAGED BY: Deputy Principal

Core purpose of post

- To provide a high quality educational experience for all students by demonstrating the standards of knowledge, understanding and skills required.
- To carry out the duties of a School teacher as set out in the School Teachers' Pay and Conditions Document.

Key Responsibilities

Knowledge and Understanding

- Have a secure up to date knowledge and understanding of teaching, learning and assessment.
- Have up to date knowledge of teaching techniques and learning styles.
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development.
- Select and make good use of ICT and new technologies.
- Be familiar with and implement the college's policies and procedures.
- Select and make good use of appropriate strategies for literacy and numeracy development.

Planning, Teaching and Classroom Management

- Plan effectively for clearly defined and accountable learning outcomes.
- Plan in light of agreed Schemes of Work and according to the College's agreed lesson plan format.
- Plan homework activities according to agreed policies.
- Plan for the active use of TA's (where available).
- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met and momentum and challenge are maintained.
- Ensure the health and safety of all students.
- Facilitate the development of a range of key skills.
- Establish high expectations of behaviour and attainment.
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe positive learning environment in which pupils feel confident.

- Be familiar with the SEN Code of Practice and the identification, assessment and support of students with special educational needs.
- Be familiar with the individual needs of all learners and manage these appropriately.
- Evaluate your teaching to improve effectiveness.

Monitoring, Assessment, Recording, Reporting, Accountability

- Assess and record each student's progress systematically with reference to the schools current practice.
- Make effective use of assessment information on student's attainment to guide their next steps and to inform planning and lesson delivery.
- Mark and monitor classwork and homework in line with agreed policies ensuring marking is informative and helps students to progress.
- Participate in standardisation activities as required.
- Evaluate the progress of all students and complete reports for Subject Leader, students, parents and Principal as required.

Other Professional Requirements

- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
- Take responsibility for own professional development identifying and pursuing opportunities for CPD to improve teaching and learning.
- Ensure health and safety guidelines are adhered to, be involved in health and safety audits/reviews

Signed: _____

Date: _____

Signed: _____

(Principal)

Date: _____