

JOB DESCRIPTION

Job Title:	Cover Teacher
School:	Drapers Mill Primary Academy
Location:	St Peter's Footpath, Margate, CT9 2SP
Reporting To:	Headteacher
Key Internal Relationships:	Headteacher, SLT, Teaching and Support Staff, Trust HQ, other TKAT schools

Our Commitment

Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element of an application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

Job Purpose

- To ensure the continuity of high-quality learning and maintain an engaging and positive learning atmosphere in the absence of the scheduled class teacher, upholding the school's mission for high-quality education for every child.
- Work inline with the school ethos and the trusts' vision.

Duties and Responsibilities

Delivering Engaging Learning

- Enthusiastically deliver pre-planned lessons across various subjects and key stages, injecting your own energy to keep students motivated and focused.
- Develop exciting and innovative methods within the framework of the provided plans to stimulate interest and excitement in the classroom.
- Manage the classroom proactively and positively, ensuring an inclusive and imaginative learning environment where all students feel supported.

- Confidently use a range of provided resources and technology to make the lesson and the classroom engaging and relevant.

Professional development

- Take part in the appraisal and professional development of others, where appropriate.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school/trust.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Provide detailed, constructive feedback and handover notes to the returning teacher, ensuring a seamless continuation of learning.

Personal and professional conduct

- Be resilient and adaptable to working with different groups and year levels, often at short notice
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the trust.
- Have proper and professional regard for the ethos, policies and practices of the trust, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out professional duties and responsibilities.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Cover Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Assessed By
Qualifications, Training and CPD		
Qualified Teacher Status (QTS)	E	Application/Certificate
Knowledge, Skills and Attributes		
Proven ability to manage a classroom effectively using positive and proactive strategies.	E	Application & Interview
A firm commitment to safeguarding and promoting the welfare of children and young people.	E	Application & Interview
Excellent punctuality and organizational skills.	E	Application & Interview
Experience covering lessons across different key stages (KS1,KS2)	D	Application & Interview
Familiarity with the school's online register system (e.g. Arbor).	D	Application & Interview
Personal Qualities		
A flexible, resilient, and adaptable approach to covering a variety of subjects and age groups, often at short notice.	E	Application & Interview
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and the trust.	E	Application & Interview
Resilient, passionate, and committed to our mission, ensuring every child, whatever their background, receives a high quality education.	E	Application & Interview
A positive outlook, integrity, flexibility and energy to persevere and succeed.	E	Application & Interview
Ability to work under pressure and prioritise effectively.	E	Application & Interview
Commitment to maintaining confidentiality at all times.	E	Application & Interview
Good communication skills – written and verbal.	E	Application & Interview