



Job Description Cover Teacher

Reports to:	SENDCO
Direct Reports:	n/a
Location:	West Heath School – Sevenoaks
Hours:	Term time only (39 weeks) / 37.5 hours per week

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Main Purpose of the role:

- To provide cover for teachers who are absent from work or involved in other activities.
- To teach and educate students according to guidelines set out in Teachers' Standards, in line with West Heath School expectations.
- To demonstrate practise which teaches and educates students according to their individual needs, supporting them to achieve their academic potential.

Main Duties and Responsibilities:

- Deliver and prepare (if required) lessons as per timetable and under the guidance of the teacher being covered.
- Modify teaching and learning for all students according to their educational needs and abilities.
- Appropriately stretch and challenge all students.
- Assess, record and report on the development, progress, attainment and behaviour of the students within your care.
- Promote the general progress and well-being of students.
- Provide guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice.
- To act as a positive role model.
- Communicate, consult and co-operate with other members of the school staff, including those having posts of special responsibility and parents/carers to ensure the best interest of students.
- Reviewing and evaluating own teaching and learning strategies, methodologies and programme/s in line with the school's expectations.

- Ensuring high standards of professional practice and quality of teaching and learning of the subject/s through effective dialogue, participating in CPD and department meetings.
- Complete accurate attendance registers, on time each day.
- To fulfil obligations that are reasonably expected by your Line Manager.

You may be required to be a Group Tutor:

Main Duties and Responsibilities:

Use tutor time to:

- Support To support students' self-regulation utilising Zones of Regulation.
- As an opportunity to students' awareness of, and active participation with the School's values.
- To support tutees' engagement with the Personal Development curriculum.
- To ensure notices and messages have been conveyed to the tutees.
- As an opportunity to establish a greater rapport with tutees.
- To encourage tutees to engage with the school day.
- To ensure students are safe.

Tutors should:

- Be familiar with their tutees' EHCPs.
- Contribute as required to the creation, implementation and review of IEPs, PEPs, Annual Reviews and similar processes and events.
- Communicate effectively with parents/carers on a weekly basis.
- Prioritise safeguarding and ensure all concerns are reported as per the school's Safeguarding Policy without hesitation.
- Ensure the accuracy of their tutees' profile and dashboard.
- Make full and effective use of the skills and capacities of all members of the Tutor Team.

As a Tutor you will complete the following:

- Attendance Register by the specified times each day.
- Liaise with Reception when a student is absent from registration to ensure all registers completed on time.
- Track Arbor points for Tutees.
- Monitor lesson comments for Tutor Group.

Timetable:

- Monitor the quality of each student's timetable to ensure correct classes/options are assigned, liaising with Head / Deputy Head of School when necessary

Change of Timetable:

- When additional/alternative provision is required as an intervention, liaise with Therapist/Teacher to agree suitable time slot and send COT form to relevant persons for action.

Marksheets:

- Complete Tutor comment marksheet with pastoral overview of progress (Termly)

On Behaviour Watch:

- Incident Slips.
- Monitor Incident Slips of Tutor Group.
- Ensure Tutor actions are complete, and slip closed or escalated to Head of School where appropriate.
- Weekly housekeeping – ensure Tutor group slips are actioned and closed where appropriate.

Contact Log:

- Log email and telephone contact with Parent/Carer/Professionals on Contact Log.

Training and support for role:

- The Head or Deputy of School for your Tutor Group will discuss the role and training with you when appointed to the Tutor role.
- Any additional training that may be requested or required will be sourced and / or delivered by the appropriate Head or Deputy Head of School.

Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety:

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.

- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.

PERSON SPECIFICATION: Cover Teacher

Requirement	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> GCSE Maths & English Grade 4 or above. Level 4 qualification in relevant subject area e.g. HLTA 	<ul style="list-style-type: none"> QTS Cert Ed Level 3 AET & Level 5 DET or equivalents
2. Experience	<ul style="list-style-type: none"> School experience in a student facing role 	<ul style="list-style-type: none"> SEN unqualified teaching experience Experience of working with SEN students
3. Knowledge and skills	<ul style="list-style-type: none"> Good levels of Maths & English IT literate Pastoral experience Experience of teaching groups or whole classes 	<ul style="list-style-type: none"> Attachment Aware and Trauma Informed Education/ Therapy models. Knowledge and awareness of a Therapeutic Community.
4. Competence	<ul style="list-style-type: none"> Willingness to learn and develop pedagogy from feedback 	
5. Personal Qualities	<ul style="list-style-type: none"> Excellent Organisational Skills Excellent Communications skills Proactive Flexible & Adaptable Physically & Emotionally robust Resilient Compassionate Forgiving Nurturing Strong work ethic Ability to work in a way which reflects the Schools values/ ethos Working practice which encompasses equal opportunities Ability to work under pressure while recognising it in self and others 	
6. Other	<ul style="list-style-type: none"> Personal development - a strong interest in and commitment to continuous personal learning and development Commitment to Safeguarding Enhanced DBS 	

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.