

JOB DESCRIPTION

Job title:	Qualified Vocational Teacher / Cover Supervisor
Post number:	VC1
Grade:	In accordance with School Teachers Pay & Conditions
Contract	Permanent pending successful completion of probationary period
Hours:	32.5 hours per week
Responsible to:	Vocational Lead
Responsible for:	---
Job purpose:	<p>Reporting to the Head of Service, support in the delivery of a high-quality provision by providing learning opportunities for young people placed in the PRU. Working to a designated line manager and with other teaching and support staff, assist in all aspects of the work within the PRU to promote a healthy and supportive working environment. (Refer to Teachers Standard 2011)</p> <p>To supervise whole classes during the short term absence of teachers.</p> <p>To promote the core values of Estuary Academy North.</p>
Key internal contacts:	SLT Support Team Admin Team Students
Key external contacts:	Parents/Carers Outside Providers
Special consideration:	Hold a clear Enhanced DBS check

Key duties and responsibilities:

This post is subject to the current Conditions of Service for School Teachers in England and Wales and is in accordance with range of duties set out in that document relevant to the post holder's title and salary grade

Particular Responsibilities:

1. To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning
2. To plan and prepare lessons in order to deliver the National Curriculum and other subjects ensuring breadth and balance in all subjects
3. To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
4. To teach lessons that are judged to be at least typically good
5. To maintain good order and discipline among the pupils, safeguarding their health and safety
6. To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities
7. To plan opportunities to develop the social, moral, emotional and cultural aspects of pupils' learning
8. To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress
9. To ensure effective use of support staff within the classroom
10. To ensure all groups of pupils attain, achieve and make appropriate rates of progress as determined by agreed targets
11. To participate in staff meetings as required
12. To communicate and consult with parents over all aspects of their children's education — academic, social and emotional
13. If required, to be a mentor to a student or group of students and communicate regularly with parents
14. To partake in the quality assurance of the service and promote without prejudice the agreed policies of the Service.

Cover Supervisor

1. Supervise the whole classes and/to selected groups of students during the short-term absence of teachers due to illness, professional development or meetings
2. Supervise whole classes and/to selected groups of students during the short-term absence of teachers due to illness, professional development or meetings
3. Undertake routine marking, not requiring specialist knowledge
4. Maintain good order in the classroom and support students by helping them to stay on task;

5. To ensure teachers are providing work for the students when they are absent;
6. Provide objective and accurate feedback to the teacher on the conduct of the lesson and the response of the class, taking the register and other records requested.
7. Support students in examinations as an invigilator or those in need of access arrangements, as scribe, reader or prompt;
8. Undertake lunch duties, as published on rota;

Generic Responsibilities:

1. To ensure that service policies are reflected in daily practice
2. To liaise with outside agencies when appropriate
3. To support the Executive Head Teacher in promoting the ethos of the service
4. To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures
5. To promote equality as an integral part of the role and to treat everyone with fairness and dignity
6. To recognise health and safety is responsibility of every employee, to take reasonable care of self and others and to comply with Service Health and Safety policy and any service-specific procedures/rules that apply to the role.
 1. To role model professional standards as detailed in The Service Charter and other teacher standards
 2. To support, promote and positively publicise the service
 3. To work collaboratively with all employees

Footnote: The job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade post

Trust:

4. Promote the Trust's core themes of working with vulnerable young people and helping them to flourish;
5. Promote the safeguarding and welfare of children and young people; Complying with the Trust's policies and procedures (e.g. equal opportunities and health and safety);
6. Ensure high standards of behaviour and dress are maintained.

Additional duties:

You may be required to carry out additional duties, as the Head Teacher may reasonably request, which are commensurate with the post.

Review:

This job description will be reviewed regularly and may be subject to amendment and modification, following consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; however, it sets out the main expectations of the College in relation to the post-holder's professional responsibilities and duties.

I confirm that I understand and agree the duties of this job description.

Signature:

Print name:

Date:

Manager's signature:

Print name:

Date:

PERSON SPECIFICATION
Vocational Teacher / Cover Supervisor

The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

MINIMUM	
QUALIFICATIONS (if essential)	<ul style="list-style-type: none"> • Degree (or equivalent) • Qualified Teacher Status desired. Unqualified teachers will be considered • Evidence of engaging in recent personal professional development
EXPERIENCE	<ul style="list-style-type: none"> • A good or better classroom teacher • Evidence of successful classroom management skills with challenging pupils • Considerable positive contact with pupils and their families
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent organisational skills and the ability to make critical self-evaluation • Well-developed interpersonal and communication skills • The ability to make sound decisions and to identify and solve problems through analysis and sound judgement • The ability to work independently and use initiative but still be a part of the team and follow whole service protocols and to foster that skill in others • The ability to engage reluctant pupils in the learning process • The ability to be flexible in directed tasks at short notice • Ability to travel to meet the requirements of the service
KNOWLEDGE	<ul style="list-style-type: none"> • Strong emotional intelligence and resilience • Ability to stand back and consider the wider view • Able to deal sensitively but firmly with people and resolve conflicts • A willingness to consider fresh approaches whilst maintaining what works well • Respected by colleagues and pupil
BEHAVIOURS	<ul style="list-style-type: none"> • To demonstrate empathy • To maintain confidentiality within working environment