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| Job description | |
| The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| Summary of the role: | To provide cover for absent teaching staff, delivering the work set and to supervision students during break and lunchtimes. |
| Line management responsibility for | N/A |
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| Main duties and responsibilities: | * Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. * To provide classroom support for an absent teacher as requested. * To manage and supervise classes of students and to teach the work set by the absent teacher in order for the students to continue to learn effectively. * To maintain good discipline and reinforce appropriate standards for learning of classes in your care and to implement the Academy’s Behaviour Policy. * To undertake the registrations assigned. * To assist with planning and individual work programmes and reviewing work activities as requested by staff as appropriate. * Where classroom cover is not required in a given period to support students as directed by the Principal or AVP responsible for cover. * To supervise students during break and lunchtimes as per timetable. * To carry out other duties reasonably deemed to be within the responsibility as requested by the Principal. |
| Line management duties and responsibilities | * N/A |

You may also be required to undertake such other comparable duties as the Head requires from time to time.

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| Person specification | | | |
| The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | | | |
|  | Essential | Desirable | Method of assessment |
|  | These are qualities without which the Applicant could not be appointed | These are extra qualities which can be used to choose between applicants who meet all of the essential criteria |  |
| Qualifications | * Educated to at least GCSE level with a Grade C/4 in English and Mathematics | * Educated to Degree level | Production of the Applicant’s certificates  Discussion at interview  Independent verification of qualifications |
| Experience | * Evidence of experience and suitability to work in classroom settings, manage pupils and support the learning process | * Previous experience of successful working with young people in a school environment * Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration | Contents of the application form  Interview  Professional references |
| Skills | * Good communication skills and the ability to read and follow instructions * ICT skills including Microsoft packages that would suggest appropriate administrative capabilities. * Ability to deal with confidential and sensitive information with tact and discretion applying data protection and data sensitivity principles at all time. * Good organisational skills * Patience and calm under pressure * Good interpersonal skills and ability to work with students, parents, staff in an appropriate manner * Flexibility and adaptability * Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classed | * Excellent communication skills and the ability to exchange information, verbally and in writing, with a range of audiences * Knowledge of school systems such as SIMS.net * High expectations and standards at a personal and professional level * Ability to contribute to planning and preparation of lessons and teaching materials * Ability to contribute to assessment and monitoring of pupil progress | Contents of the application form  Interview  Professional references |
| Knowledge | * Knowledge and understanding of how to work effectively with young people * A willingness to learn and undertake training on understanding strategies for effective learning. | * Good knowledge and understanding of the school curriculum * Understanding of strategies for teaching and learning | Contents of the application form  Interview  Professional references |
| Personal competencies and qualities | * motivation to work with children and young people * ability to form and maintain appropriate relationships and personal boundaries with children and young people * emotional resilience in working with challenging behaviours * positive attitude to use of authority and maintaining discipline | * Interest in pursuing a career in teaching * Ability to motivate and enthuse students * Health and physical capacity for the role * A good attendance record in current/previous employment (not including absences resulting from disability) * Patience and a non-confrontational, but firm approach to interactions with young people. * A flexible approach and willingness to undertake a range of tasks | Contents of the application form  Interview  Professional references |