



**JOB DESCRIPTION**

<b>Post title</b>	Cover Teacher
<b>Responsible to</b>	Assistant Principal
<b>Main Purpose of the Job</b>	In the absence of the class teacher, to work as a cover teacher
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To undertake whole class supervision in the absence of the class teacher, setting work prepared by the teacher or Subject Leader.</li> <li>2. To develop curricular knowledge as required by the school or subject.</li> <li>3. To apply the school’s behaviour management policy and report any difficulties to the Subject Leader.</li> <li>4. To set homework prepared by the class teacher and assess it, when needed.</li> <li>5. To undertake observations of the pupils and contribute to pupil records.</li> <li>6. To administer class tests and assess, when needed.</li> <li>7. To supervise the work of the Teaching Assistant in the classroom.</li> <li>8. To provide consistent and effective support in line with the requirements and responsibilities of your role.</li> <li>9. To invigilate exams as required.</li> <li>10. To take part in training activities offered by the school and County to further develop knowledge and skills.</li> <li>11. To undertake regular safeguarding training so as to safeguard and protect all pupils that you teach and meet and to have a clear understanding of the Prevent agenda.</li> <li>12. To abide by and work towards all the policies within the school eg. Safeguarding and Child Protection, behaviour management, Health and Safety, Equal Opportunities.</li> <li>13. To carry out the above duties in accordance with the Children’s Services Department’s Equal Opportunities Policy.</li> </ol>

**This job description sets out the duties of the post at the time 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 themselves justify a reconsideration of the grading of the post.**

**St Richard’s is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.**