

Job Description Cover Teacher / HLTA

**Salary Scale: TMS (Qualified Teacher) or JG5 (HLTA)
32.5 Hours per week, term time only plus INSET days**

Purpose of the post

1. To promote and support the school in fulfilling its aims by maintaining and developing its positive ethos through self-evaluation and improvement
2. To supervise the learning of whole classes and small groups during the short-term absence of their class teacher as they undertake the work set for them; to invigilate tests and examinations, and to accompany staff and students on educational visits. To support the school in systematically managing staff absences.
3. Reporting to the Deputy Headteacher and contribute to the development and maintenance of school policies which encourage positive pupil behaviour and implements agreed behaviour management procedures in the classroom.

To whom postholder reports: Deputy Headteacher

Persons line managed by postholder: LSAs and TAs.

Generic responsibilities

1. To deliver whole class/ small group lessons, set by their class/ subject teacher in accordance with the school curriculum.
2. Preparing resources to deliver lessons, and where appropriate adapting planning/ school schemes of work to meet the needs of a class/ individual
3. To contribute to the planning, monitoring, assessment and reporting cycle for age range, including using our Evidence for Learning App to record observations and evidence of pupil's learning.
4. Carry out and report on systematic observations of pupils, making specific recommendations on individual special needs; contributing to reports and case conferences as appropriate.
5. Planning and delivering small group/ individual pupil's interventions in liaison with the DHT or SENCo.
6. To lead and delegate to support staff, to ensure appropriate level of support is given to each pupil's academic, medical and personal care needs.
7. Create a safe, purposeful classroom where pupil's behaviour is managed well and pupil's individual plans are followed.
8. Provide handover information to the next teacher/ class team.

9. Follow school's policies and procedures for attendance, Educational Visits, teaching and learning etc.
10. Assist with other activities relating to the supervision of pupils e.g. general supervision during break periods, supporting to invigilate exams and with the support and delivery of learning e.g. supporting teachers in the classroom and some administrative duties.
11. Co-operating in performance management and taking responsibility for continuing professional development.
12. On occasion to cover long term teacher absence and take responsibility for the class during their absence period.
13. To contribute to overall aims and objectives of the school, working within agreed policies and procedures.

Undertaking any professional duties as reasonably determined by the Headteacher