

Job Purpose

To provide cover for lessons where a teacher is absent and has set work for pupils to complete

Duties and Responsibilities

- To value and contribute to the school's achievement culture, to its commitment to raising standards of performance, and to its Technology College ethos and culture.
- To undertake general duties and responsibilities relating to lesson cover.
- To accurately interpret the work set for pupils by absent teachers.
- To support pupils, and clarify (on an individual basis if necessary) the instructions given.
- To maintain discipline and order within the classroom.
- To implement all whole school policies so that pupils' learning and health & safety are consistently supported.
- To undertake training appropriate to the needs of the role.
- To be responsible for the best use, supervision and security of any resources within the classroom.
- To be responsible for the teaching room with regard to its good order, appearance and health and safety issues.
- To comply with the school's Health & Safety Policy.
- To undertake any others duties (when not providing lesson cover) that may reasonably be required of you.
- To advise and co-operate with the headteacher and other teachers on the preparation and development of cover work and its recording.
- To attend assemblies as appropriate if covering a registration period when an assembly is timetabled to take place.
- To register the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Signed..... Date.....