

COVER INSTRUCTOR JOB DESCRIPTION



JOB PURPOSE

The Cover Instructor role is to support the learning of students to ensure their achievements are outstanding. When teachers are absent, they will deliver lessons prepared by teachers. In areas of their expertise, they will also plan and deliver lessons, usually to small groups but also to whole classes when needed, under the guidance of a teacher.

DUTIES

Duties may be modified by the Executive Principal, in consultation with the instructor, to reflect or anticipate changes in the job, commensurate with the salary and job title on an annual basis. Please also refer to the Job Description for Teaching Assistants.

TEACHING AND LEARNING

- To support students as specified in the job description for Teaching Assistants.
- To instruct students in the work prepared by a teacher to classes of students in the event of staff absence.
- To support groups of students or individuals under the direction of the teacher to ensure they make outstanding progress.
- In areas of their expertise (A level and degree subjects) plan and deliver lessons to small and whole class groups of students supported by a teacher. It is anticipated this will not be more than 50% of the workload in any working week and planning and preparation time will be given to support this work.
- To collaborate with teachers to adapt work for students to meet students' needs under the guidance of a teacher.
- To develop their own practice through the support and training provided by the Federation, with the aim to become a qualified teacher.
- Carry out appropriate assessment, and give feedback to parents through reports and progress evenings*.

FEDERATION

- To familiarise yourself and comply with the Federation rules, policies and procedures in force including those contained in the Staff Handbook.
- Support the vision and ethos of the Federation.
- Uphold routines for learning and uniform.
- Contribute to monitoring and evaluating the success of the Federation.
- To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.
- Contribute to the range of extra-curricular opportunities on offer to students.
- Any other reasonable duties as requested by the Executive Principal.

This role is undertaken in conjunction with the role of Senior Teaching Assistant, therefore please also refer to this job description.

**Please note that cover instructors can make payroll claims for out-of-hours working due to attending progress evenings, although this must be agreed in advance via a payroll claim form submitted to the finance team.*

SAFEGUARDING, HEALTH AND SAFETY

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. We provide safeguarding training to all staff on an annual basis, and all staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at www.rutlandfederation.com/policies.

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974.

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.

COVER INSTRUCTOR PERSON SPECIFICATION

	Required	Desirable	Evidence
QUALIFICATIONS	<p>A basic level of education with at least 5 good GCSEs including English and mathematics.</p> <p>Completion of a level 3 or higher qualification.</p> <p>A degree or equivalent professional qualification in a subject area of the Federation.</p>	<p>Evidence of an interest in continued training with a likely aim to qualify as a teacher.</p>	<p>Letter of application and interview including evidence of examination results.</p>
EXPERIENCE	<p>A good understanding of the importance of meeting individual learning requirements and some understanding of current educational issues.</p> <p>At least 1 years' school experience of supporting students with demonstrable impact.</p>	<p>Successful experience in a school or college of supporting students or delivering whole class teaching.</p> <p>Clear practical strategies for supporting students.</p> <p>Experience of monitoring and evaluating learning.</p>	<p>Interviews</p> <p>References</p> <p>Portfolio of work</p> <p>Letter of application</p>
FEDERATION REVIEW		<p>Has evidence of monitoring and intervening with students to improve their performance.</p>	<p>Letter of application and interview</p>
LIASION	<p>An ability to work with students.</p> <p>Good listening skills, the ability to communicate effectively and to work as part of a team.</p>	<p>Has established excellent relationships with a range of stakeholders including teachers, students and parents.</p>	<p>References</p> <p>Interviews</p> <p>Letter of application</p>
STAFF DEVELOPMENT	<p>An understanding of the importance of training.</p> <p>A proven desire to improve, with recent evidence of certified professional development.</p>	<p>Has evidence of continued professional development relevant to their subject area.</p>	<p>References</p> <p>Interviews</p> <p>Letter of application</p>