

Wombridge Primary School

**Cover Teacher Job Description**

**Job details**

**Job title:** Class teacher – primary school

**Hours:** Full-Time

**Contract type:** Fixed term until July 2025

**Reporting to:** Headteacher

**Main purpose**

The teacher will:

* Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document
* Meet the expectations set out in the Teachers’ Standards

**Duties and responsibilities**

**Teaching**

* Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
* Adapt teaching to respond to the strengths and needs of pupils
* Set high expectations which inspire, motivate and challenge pupils
* Promote good progress and outcomes by pupils
* Demonstrate good subject and curriculum knowledge
* Participate in arrangements for preparing pupils for external assessments
* Lead or support a subject across school dependant on experience.

**Whole-school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the wider life and ethos of the school
* To be an active member of a curriculum leadership team
* Work with others on curriculum and pupil development to secure co-ordinated outcomes
* Provide cover, in the unforeseen circumstance that another teacher is unable to teach

**Health, safety and discipline**

* Promote the safety and wellbeing of pupils
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

**Professional development**

* Take part in the school’s appraisal procedures
* Take part in further training and development in order to improve own teaching
* Where appropriate, take part in the appraisal and professional development of others

**Communication**

* Communicate effectively with pupils, parents and carers
* Communicate effectively with senior staff and other staff in school

**Working with colleagues and other relevant professionals**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

**Personal and professional conduct**

* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Understand and act within the statutory frameworks setting out their professional duties and responsibilities

**Management of staff and resources**

* Direct and supervise support staff assigned to them
* Deploy resources delegated to them

**Other areas of responsibility**

The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

**Person specification**

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| **Criteria** | **Qualities** |
| **Qualifications and experience** | Qualified teacher statusDegreeSuccessful primary teaching experience |
| **Skills and knowledge** | Knowledge of the National CurriculumKnowledge of effective teaching and learning strategiesA good understanding of how children learnAbility to adapt teaching to meet pupils’ needsAbility to build effective working relationships with pupilsKnowledge of guidance and requirements around safeguarding children, including online safetyKnowledge of effective behaviour management strategiesGood ICT skills, particularly using ICT to support learning |
| **Personal qualities**  | A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the schoolHigh expectations for children’s attainment and progressAbility to work under pressure and prioritise effectivelyCommitment to maintaining confidentiality at all timesCommitment to safeguarding and equality |