

Hillside Special School

Cover Teacher Job Description

Particular Duties	Main Tasks
Pastoral responsibility for a group of pupils	To adhere to all school policies and procedures To adhere to Keeping Children Safe in Education To communicate effectively and work in partnership with pupils, parents, carers and other professionals / stakeholders To work cohesively in conjunction with external professionals to support the development of all pupils including therapists To administer medication in line with individual pupil's medical needs and in line with training provided e.g. gastrostomy feeding, oxygen provision, secretion suctioning, regular medication. Support pupils with their self-help and personal care skills
Responsibility for the teaching and learning of a group of pupils	To have high expectations of all pupils To plan and deliver differentiated lessons in line with the curriculum to meet individual pupil needs To ensure continuity and progression To use a range of appropriate teaching & learning strategies To monitor and evaluate individual pupil progress To assess record and report pupil attainment and achievement To effectively report and review pupil progress against their EHCP targets
Responsibility for personal professional development and team colleagues	To engage in continuous personal and professional development To reflect upon and improve professional practice To receive, deliver and act upon professional advice /feedback To contribute to Performance Management Reviews for any teams they work in
Responsibility for classroom management	To stimulate and challenge pupils through the provision of a high quality teaching and learning environment To ensure the safety and supervision of pupils and staff To ensure collaborative team working To promote positive behaviour support strategies and relationships To plan and direct the work of support staff To audit, select and adapt resources to facilitate access to the curriculum

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Criteria for Appointing Cover Teacher

Essential	Desirable
Qualifications and Training	
- Significant experience of leading groups of pupils with Special Education Needs and Disabilities (SEND) - HLTA Qualification/Degree/QTS or equivalent	- Participation in a range of relevant further professional development activities - Specialist qualification in a relevant area e.g. Certificate of Further Professional Study /Advanced Diploma
Experience	
- Experience of working as part of a team in a school setting - Experience of teaching pupils with special educational needs	- Experience of teaching pupils with complex Autism with challenging behaviour - Experience of multidisciplinary team working
Knowledge and Skills	
- Ability to communicate effectively, both oral and written communication - Ability to develop constructive and positive relationships - Ability to engage and motivate pupils - Ability to plan for a range of needs and abilities - Good organisational skills - Good computer skills - A reflective practitioner - Knowledge of behaviour support strategies - Knowledge of alternative and augmentative forms of communication	- A skilled classroom practitioner - Knowledge of disabilities, needs and development - Skills in assessment and planning for individual pupil progress - Ability to adapt National Curriculum for pupils with SLD/PMLD/ASD/ multisensory impairment/ challenging behaviour
Leadership and Management	
- Ability to lead a class team - Desire to achieve QTS status if not already in place	Desire to progress and develop teaching
Personal Attributes	
- High level of professionalism - Discretion - Uphold school values and policies at all times - Positive attitude - Enthusiasm - Perseverance - Emotional Resilience - Patience - Flexibility - Commitment - Calm in a crisis - Sense of humour	- Willingness to play a full part in the life of the school - Personal interests that can support teaching and pupil development e.g. dance, art, Trampolining etc.