



**Bosmere Community Primary School**

**Job Title:** Cover Teacher (Primary)  
**Job Purpose:** To take full professional responsibility for a class of children with proper regard for the ethos, values and policies of the school.

**Responsible to:** Headteacher

**Pay Grade:** Unqualified Teacher Status (UQTS). £21731 (in the first instance)  
Full Time. Permanent

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the post-holder.

In any event, the Headteacher reserves the right to review and amend the job description.

**Signed:** (Headteacher) \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** (Post-holder) \_\_\_\_\_ **Date:** \_\_\_\_\_

**Main duties and responsibilities of the post:**

**Cover Teaching**

- To cover teachers' planning, preparation and assessment (PPA) time, as required.
- To cover teachers' and subject leaders' professional development and leadership time, as required.
- To cover classes in the event of a staff absence, as required.
- To teach all classes across the Primary phase.
- To direct additional adults, as required to support children's learning progress.
- To adapt teaching and learning methods to meet the needs of pupils.
- Accurately carry out administrative duties such as completing the session register, risk assessments and incident reports.

**Subject Specialism/Interest**

Within their role, the Cover Teacher will have a subject specialism or subject area of particular interest. The Cover teacher will be expected to teach this subject regularly and provide and coordinate extra curricular enrichment activities.

**Teaching the Subject**

- Teach the curriculum subject in collaboration with class teachers.
- Plan the subject curriculum in collaboration with teacher colleagues.
- Coordinate the subject in collaboration with teacher colleagues.
- Provide extra curricular and curricular opportunities for pupils.
- Liaise with other agencies to increase engagement in the subject.
- Plan the development of the subject at Bosmere in collaboration with teacher colleagues.
- Maintain, organise and improve the range of resources required to successfully teach the subject.
- Communicate and celebrate the subject at Bosmere and across the community.

#### Professional Development - Developing Others

- Evaluate the professional development needs of staff with regards to the subject.
- Provide programmes to improve the Quality of Education, specific to the subject, at Bosmere.
- Support the development of students, apprentices and work experience, as required.

#### Professional Development - Developing Self

- to proactively review, develop and maintain your own professional practice and subject knowledge.
- to know how and when to draw on professional advice and support from colleagues.
- to engage in Performance Management as agreed in Trust policy.
- to review this job description annually as part of Performance Management and implement any changes required for the benefit of children and the needs of the school and Trust.
- to attend staff training, as directed.
- to use professional discussion in school with other teaching and support staff as a vital element of professional development.

#### **Behaviours**

- to model positive relationships and mutual respect.
- to collaborate professionally with colleagues.

#### **Health and Safety, Policy and Procedures.**

- Follow all school policies and procedures.
- Follow the expectations of Section 7 of the Health and Safety at Work Act 1974:
  - a. Take reasonable care for your own health and safety
  - b. Take reasonable care of the health and safety of anyone who may be affected by your acts or omissions.
  - c. Cooperate with the Headteacher and Governors to enable legal obligations to be met.
- Report health and safety incidents according to school and Trust policy.

#### Associated Duties and Responsibilities

- make a positive contribution to the wider life and ethos of the school supporting curriculum links; extra-curricular activities and major Trust, Governor and PTA events.

## Person Specification

### Key

Essentials - E Key Essentials for shortlisting - KE

Desirables - D Key Desirables for shortlisting - KD

A= Application Form, I = Interview, R= Reference

<b>Attribute</b>	<b>Source of Evidence</b>	<b>Requirement</b>
<b>Qualifications</b>		
Professionally related qualifications or experience related to a subject specialism	A	KE1
Qualified Teacher Status (QTS)	A	KD1
Higher Level Teacher Assistant (HLTA) Status	A	KD2
Maths and English qualifications to at least GCSE C standard (or equivalent)	A	KE2
<b>Experience</b>		
Experience of working with children across the primary age range	A, I, R	KE3
Experience as a teaching whole classes	A, I, R	KE4
Experience of teaching all National Curriculum subjects in the primary phase	A, I, R	KD3
<b>Knowledge</b>		
Shows knowledge of current education issues and developments	A, I	D
Secure knowledge of the National Curriculum in the primary phase	I,R	E
Strategies for sustaining school improvement and raising standards of achievement and levels of participation in a subject.	A, I, R	E
Clear understanding of responsibilities to safeguard children.	R, I	E
<b>Skills and abilities</b>		
A highly motivated and enthusiastic professional who promotes positive relationships	I, R	E
A proven track record of successful teaching in the primary phase.	I, R	E
Ability to communicate well and has strategies to engage parents in their child's learning.	A, I, R	E
Ability to relate well to children and share their interests and enthusiasms	I, R	E
Ability to manage pupil discipline and have a commitment to a high level of pastoral care	R, I	E
A commitment to professional development for themselves and others.	A, I, R	E
Keen to engage with the wider community	A, I, R	E