

Job Description

Job Title:	Associate Teacher
Location:	Maltings Academy & New Rickstones Academy
Hours of work:	Casual
Reports to:	Cover Manager

Purpose of the Role:

To provide cover for classes in the event of planned or unplanned absence by teaching staff in the academy, up to and including the third day of absence. To support staff and students in all areas of the curriculum to enhance students' development

Responsibilities:

Note: The Associate Teacher is not responsible for the planning or preparation of lessons, materials or resources, nor are they be responsible for lesson delivery, detailed evaluation and pupil assessment. The Associate Teacher will be primarily responsible for the maintenance of good order and focused activity.

- 1.1 To supervise classes in the absence of a teacher for either unplanned or planned absence.
- 1.2 To complete registers
- 1.3 To describe and explain learning activities, answering queries, giving direction and assisting with differentiated tasks and materials, encouraging students to improve the quality of their work
- 1.4 To use a range of strategies to deal with classroom and individual behaviour, managing behaviour in accordance with academy policies and procedures, referring on to teaching staff where required
- 1.5 To support students in the use of ICT.
- 1.6 To monitor uniform and jewellery in cover lessons, referring any issues to teaching staff.
- 1.7 To be aware of the targets outlined in students' Individual Education Plans.
- 1.8 To collect any completed work after the lesson and return it to the appropriate teacher.
- 1.9 To give feedback on cover lessons to teaching staff.
- 1.10 To act as a role model, maintaining high standards of student work, conduct and behaviour

General

- 2.1 To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- 2.2 To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy

2.3 To attend required meetings and training (which may be outside of normal working hours)

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Head of Academy
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

PERSON SPECIFICATION

	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> Educated to Level 3 (or equivalent) 	<ul style="list-style-type: none"> Educated to degree level or equivalent
Knowledge /Experience	Specific knowledge/ experience required for the role	<p>Specialist Knowledge/Experience</p> <ul style="list-style-type: none"> Experience of working with children Knowledge of a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs Knowledge & understanding of Health and Safety Excellent IT skills (Microsoft Office or G-Suite) <p>Organisation & Planning</p> <ul style="list-style-type: none"> Experience of planning and managing a busy workload and conflicting priorities to deadlines <p>Problem Solving</p> <ul style="list-style-type: none"> Experience of resolving problems independently Experience of adapting effectively to changing situations <p>People Skills & Customer Focus</p> <ul style="list-style-type: none"> Experience of building and maintaining effective relationships with others and negotiating effectively Experience of working effectively as part of a team Experience of providing excellent customer service (anticipating and exceeding customer needs) Experience of motivating and inspiring others 	<ul style="list-style-type: none"> Previous experience in a similar role
Skills	Line management responsibilities (no.)	<ul style="list-style-type: none"> n/a 	
	Forward and strategic planning	<ul style="list-style-type: none"> Ability to plan work on a daily basis 	
	Budget (size & responsibilities)	<ul style="list-style-type: none"> n/a 	

	Abilities	<ul style="list-style-type: none"> • Excellent literacy & numeracy skills • Ability to stay calm under pressure • Excellent communication skills with ability to use clear language to communicate information unambiguously both verbally and in writing 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Customer focused • Demonstrate a commitment to equality • Takes responsibility and accountability 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an Enhanced Disclosure & Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Willing to work flexibly to meet academy needs including the ability to work at both academy sites • Willing to undertake relevant training courses • Within 30 minutes travel of academy 	