

Job Description

Job Title:	Associate Teacher
Location:	New Rickstones Academy
Hours of work:	Casual
Reports to:	Linked member of Leadership Team

Purpose of the Role:

To provide cover for classes in the event of planned or unplanned absence by teaching staff in the academy, supporting staff and students in all areas of the curriculum to support student achievement and progress.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

Note: The Associate Teacher is not responsible for the planning or preparation of lessons, materials or resources, nor are they 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.

Cover

- 1.1 To supervise classes in the absence of a teacher for either unplanned or planned absence.
- 1.2 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
- 1.3 To use a range of strategies to deal with classroom and individual behaviour
- 1.4 To support students in the use of ICT
- 1.5 To collect completed work after the lesson and return it to the appropriate teacher
- 1.6 To give feedback on cover lessons to teaching staff
- 1.7 To take reasonable care of departmental resources and to account for any equipment used.

Students

- 2.1 To support the academy policy on behaviour, discipline and student welfare in the classroom, communicating pastoral issues to the form tutor in the first instance.
- 2.2 To ensure that students use equipment safely.
- 2.3 To maintain a tidy, safe and stimulating working environment.
- 2.4 To liaise with the SENDCO and the form tutor over students with special educational needs if needed
- 2.5 To ensure that targets outlined in a student's Personal Education Plan are pursued.
- 2.6 To promote the use of the library.
- 2.7 To keep a record of student attendance at, and punctuality to lessons and report any notable observations to the form tutor.
- 2.8 To ensure that homework is set and recorded in the student diary.
- 2.9 To set and maintain high standards of student work in the classroom
- 2.10 To undertake duties before academy and at breaks, on a rota basis
- 2.11 To act as a role model, maintaining high standards of student work, conduct and behaviour

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

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 Headteacher.
5. There may be occasions when it will be necessary to cover 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: Associate Teacher

General heading	Detail	Essential requirements	Desirable requirements
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> GCSE grade C / 4 (or equivalent) in Maths & English 	<ul style="list-style-type: none"> Educated to Level 3 or degree level
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 / young people Knowledge of a range of strategies to deal with classroom behaviour as a whole and individual behavioural needs Understanding of Health and Safety within a school Experience of maintaining confidentiality and handling matters with sensitivity and discretion <p>Organisation & Planning</p> <ul style="list-style-type: none"> Experience of managing a heavy workload & conflicting priorities to deadlines Experience of maintaining accurate records <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 providing excellent customer service with the ability to anticipate and meet student need Experience of building and maintaining effective relationships with others and negotiating effectively Experience of working effectively as part of a team 	<ul style="list-style-type: none"> Previous experience in a similar role
Skills	Line management responsibilities (No.)	n/a	
	Forward and strategic planning	<ul style="list-style-type: none"> Plan work daily or half-termly (for longer term cover) 	
	Budget (size and responsibilities)	n/a	
	Abilities	<ul style="list-style-type: none"> Excellent literacy & numeracy skills Good IT Skills (G Suite or MS Office) Ability to stay calm under pressure Excellent communication skills with the ability to use clear language to communicate information unambiguously both verbally and in writing Ability to motivate and inspire students 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> Resilience Student focused - patient and sensitive approach to working with students Demonstrate a commitment to equality Takes responsibility and accountability Commitment to Academy aims, ethos & vision Commitment to own professional development 	
	Values	<ul style="list-style-type: none"> Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> Be unusually brave Discover what's possible Push the limits Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> 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 Flexibility to meet academy needs 	