



EDUCATION COMMITTEE

COMMITTEE OFFICE, LA CHASSE MARETTE, SARK GY10 1SF

Telephone: (01481) 832118 E-mail: education@sarkgov.co.uk

JOB DESCRIPTION – Cover teacher at Sark School

The following list is not exhaustive but serves as an indication of what the role encompasses:

Covering teaching staff's absences, both planned and unplanned, throughout the school day, leading to high outcomes of student learning through the effective implementation of teachers' instructions. This includes five hours each week covering for the Head of School to allow him or her to carry out planning and administration duties. These may be flexible by prior arrangements with the Head of School.

Ensuring excellent and consistent behaviour in all cover lessons, and following our behavioural policies to proactively promote and reward positive behaviours, and to keep expectations high.

Acting as a collaborative member of Sark School, carrying out duties as required.

Modelling exemplary standards of professionalism in terms of punctuality and enthusiasm for the learning students complete in the absence of their regular teacher.

Liaising with teachers and the Head of Sark School, with regards to learning outcomes in cover lessons and following-up any academic or pastoral matters with relevant staff and students in a proactive and timely manner.

Planning an effective working day each morning, collecting all resources that will be required, and being flexible in your teaching approach based on the varying needs of learning activities.

Being fully aware of the individual needs of students in cover lessons, particularly those with Special Educational Needs or Disabilities, to maintain best practice in these areas during teacher absences.

Wider duties:

To perform any reasonable duties as requested by the Head of School.

SAFEGUARDING DUTIES & RESPONSIBILITIES

Sark School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.