



## **EDUCATION COMMITTEE**

**COMMITTEE OFFICE, LA CHASSE MARETTE, SARK GY10 1SF**

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### **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
- Ensuring excellent and consistent behaviour in all cover lessons, following our behavioural policies to sanction and reward students fairly and proactively
- 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.