

JOB DESCRIPTION

Job Title	Associate Teacher
Reports to	Cover Manager
Liaison with	Teaching staff, support staff, Principal, pupils.
Job purpose and context	<p>The associate teacher is one member of a team of professionals that will include teachers and teaching assistants. The team works together to care for and educate the pupils in the academy.</p> <p>The associate teacher works under the direction and control of the principal, and that general authority will be delegated to the cover manager. At all times the associate teacher will work subject to the direction of a teacher.</p> <p>The associate teacher will supervise and manage individuals, groups and whole classes either on their own or in the presence of a teacher and/or other teaching assistant. They will supervise/cover classes without the presence of a teacher in the event of planned or unplanned absence by other teachers in the academy for no longer than three days at a time in a secondary school and one day in a primary school.</p> <p>The associate teacher will <u>not</u> be responsible for the planning or preparation of lessons, materials or resources, nor will 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: this requires behaviour management skills with a premium on communication and interpersonal abilities.</p>
Principal duties and responsibilities	<p>Subject to the direction and supervision of a teacher:</p> <ul style="list-style-type: none"> • Supervise/cover classes, instead of a supply teacher, at short notice in the absence of a teacher for either unplanned or planned absence. • Invigilate and supervise national and academy examinations, tests and assessments. • Supervise pupils, on or off academy premises, in the context of trips, visits, concerts, assemblies and contribute to the planning and organisation of such events. • Manage pupils' behaviour and discipline in accordance with the policies and procedures of the academy and report back to teachers on pupils'

	<p>behaviour and discipline.</p> <ul style="list-style-type: none"> • Acting as a role model, maintaining high standards of student work, conduct and behaviour and use a range of strategies to deal with classroom behaviour as a whole and also individual behaviour. • 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. • To be aware of the targets outlined in a student's Individual Education Plan. • Complete registers and/or use the academy's attendance recording systems and make oral and/or written feedback to the supervising teacher responsible for the relevant activity. • Checking uniform and jewellery and referring any problems to the Head of Year. • Collecting any completed work after the lesson and returning it to the appropriate teacher. • Attend relevant Academy meetings as required. • To respect confidentiality at all times. • Support pupils in the use of ICT. • Take part in relevant training and development, assessment of performance (in accordance with the academy policy and practice) and an agreed programme of personal professional development. • Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the academy proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours. • Take appropriate action to identify, analyse and minimise any risks to health, safety and security in the working environment.
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NOTES

This is a new job description for a new post. It will be subject to review with the post holder after one year and may then be reviewed from time to time thereafter.

In accordance with current child protection legislation, at no point may an associate teacher make any physical contact with any student.

The academy expects its employees to work flexibly within the framework of the duties and responsibilities specific above. This means that the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the duties and responsibilities.

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.

The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.

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.

Recruitment and Selection Policy Statement

The Academy's governing body committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

M O'Sullivan
Principal

ASSOCIATE TEACHER

E = Essential
D = Desirable

General heading	Detail	E/D	Examples
Qualifications & Experience	Specific qualifications & experience	E	Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience
		D	Successful recent experience working with children in a school/early years environment
	Knowledge of relevant policies and procedures	D	Basic knowledge of First Aid and good understanding of the Academy
	Literacy	E	Good reading and writing skills
	Numeracy	E	Good numeracy skills
	Technology	D	Good working knowledge of ICT to support learning
Communication	Verbal	E	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Negotiating	E	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	E	Ability to demonstrate effective implementation of the academy's behaviour management policy and strategies which contribute to a purposeful learning environment.
	Child Development	D	Motivate, inspire and have high expectations of pupils
	Health & Well being	E	Understand and support the importance of physical and emotional wellbeing
Working with others	Relationships	E	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	E	Ability to work effectively with a range of adults
	Information	E	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	D	Good organisational skills Ability to remain calm under pressure To be flexible and reliable Follow instructions accurately
	Time Management	E	Ability to manage own time effectively Ability to adapt quickly and effectively to changing circumstances/situations
	Creativity	D	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	E	Awareness of and promotion of equality
	Health & Safety	E	Good understanding of Health & Safety
	Child Protection	E	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	E	Understand procedures and legislation relating to confidentiality
	CPD	E	Demonstrate a clear commitment to develop and learn in the role Ability to critically evaluate own performance