



An ambitious school at the heart of the community

**Information for Applicants**

**Cover Teacher**

**An ambitious school at the heart of the community**

**Manchester Road, Macclesfield, SK10 2EE  
Tel: 01625 610220 Fax: 01625 610925  
Website: [www.tytheringtonschool.co.uk](http://www.tytheringtonschool.co.uk)**

**Headteacher: Mr E. Botwe**



An ambitious school at the heart of the community

## JOB DESCRIPTION

### Cover Teacher

<b>JOB TITLE:</b>	Cover Teacher
<b>JOB REPORTS TO:</b>	Assistant Headteacher - Cover
<b>JOB PURPOSE:</b>	Supervise whole classes of pupils and ensure that set work is completed in the absence of the teacher.

#### **RESPONSIBILITIES Cover Teacher:**

- To supervise students in a classroom context during the short-term absence of their teacher and facilitate set work
- Supervise pupils who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues
- Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment
- To register each class using the electronic registration system according to school procedures
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that pupil/employee safety is assured
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff
- Report back, using the school's agreed referral procedures, on the behaviour of pupils during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation
- Liaise with the cover co-ordinator to obtain details of daily classes
- To assist in the evaluation of the impact of covered lessons on pupils and throughout the school
- Run/participate in an extra curricular activity

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

**Signed:**

**Date:**



An ambitious school at the heart of the community

**PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
<b>Qualifications</b>	GCSEs or Level 2 equivalent qualifications in English and Mathematics  Relevant teaching degree with QTS	National Vocational Qualification in a relevant area  First Aid trained	Application form
<b>Specialist Knowledge and Experience</b>	Experience of working with children  Experience of addressing large groups of students  Willing to undertake any relevant training  Confident in using ICT Systems	Understanding of the principles of child development and learning processes  Experience as a teaching assistant or of behaviour management	Application form, Interview
<b>Skills &amp; abilities</b>	Flexible approach to working arrangements in line with the duties of the post  Ability to work on own and prioritise own workload  Able to remain professional at all times  Taking calls and dealing with the public  Committed to Tytherington School's vision for the future		Application form, reference and Interview
<b>Personal qualities and attributes</b>	Strong interpersonal and communication skills Reliable Punctual Trustworthy A strong desire to help children succeed		Application form, Interview



An ambitious school at the heart of the community

#### ADDITIONAL DETAILS

##### Cover Teacher

**We welcome applications regardless of age, gender, ethnicity or religion.**

**This is a temporary contract for 1 academic year from September 2024 to 22<sup>nd</sup> July 2025**

**Salary per annum – Main payscale 1**

**Pension:** Local Government contributory scheme

---

#### **Disclosure & Barring Service**

Successful applicants will be asked to apply for a Disclosure from the Disclosure & Barring Service.

Posts are subject to an **Enhanced** disclosure. A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure process can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

---

#### **To apply:**

- Please complete a Tytherington Teaching Staff Application Form.
- Please return completed application form to Ms Helen Brady, HR and Payroll Manager, Tytherington School, Manchester Road, Macclesfield, SK10 2EE  
[hbrady@tytheringtonschool.co.uk](mailto:hbrady@tytheringtonschool.co.uk)

---

**Closing date for applications Thursday 11<sup>th</sup> July, 9.00am.** There will be an interview process to be held w/c 15<sup>th</sup> July 2024. You will be sent further details regarding this process, if you are selected for interview.