

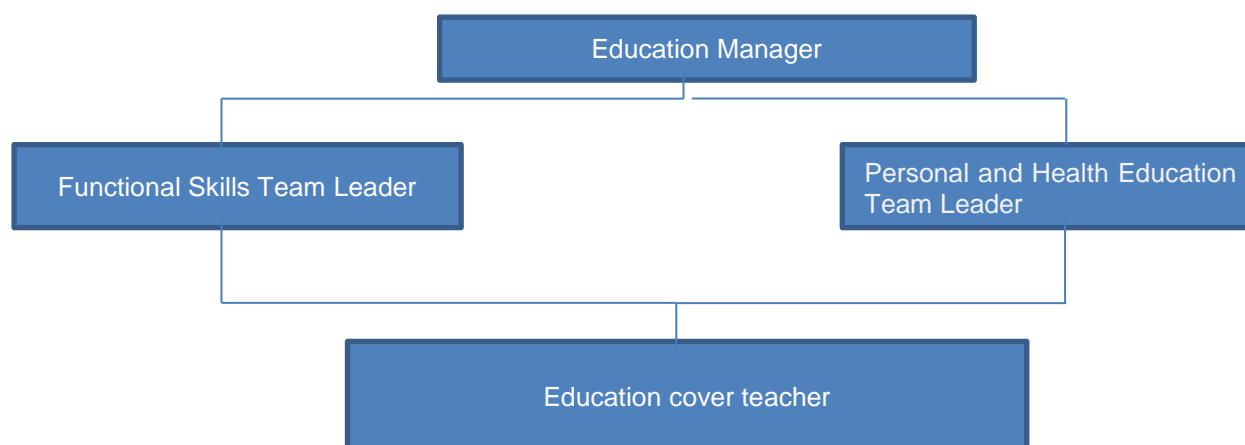
Job Description: Cover Teacher

Function: Education	
Position: Cover Teacher	
Job holder:	
Date 14 th September 2019	
Immediate manager Education Manager	
Additional reporting line to:	
Position location: Education Department	

1. Purpose of the Job –

- To be able to cover classes of teachers who are absent from work or taking annual leave.
- To be very resilient and able to cope with hard to reach and sometimes challenging learners.
- To be able challenge and motivate hard to reach and difficult learners.
- To be able to follow rules and procedures that are laid down by the Prison Service and Forest Bank.

2. Organisation chart –



3. Context and main issues

- To be able challenge and motivate hard to reach and difficult learners.
- To be able to follow rules and procedures that are laid down by the Prison Service and Forest Bank.
- To be able to work as a team to achieve outstanding results.
- To be able to work with teachers who are going on annual leave to better understand and be prepared for what you will need to deliver.
- To be aware of the environment in which you are working and recognise that security will always be the top priority.

4. Main assignments

- To understand the Functional skills curriculum in a range of levels of Maths and English and offer cover for those classes when necessary and on the request of management.
- To be able to have a quick grasp of Personal and Social Education subjects such as Citizenship and Preparation for Work and cover those classes on the request of management.
- To ensure that Quality Assurance is of a very high standard and will meet inspection requirements by Team Leaders, management and OFSTED.

5. Accountabilities

- To be accountable for all resources that could be a security risk that are used in the classroom.
- To be able to maintain class retention rates of at least 85%.
- To look after learners' work and learning plans and ensure that marking and learning plans are updated and completed to a good standard in the teachers absence.

6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Graduate calibre. Preferably with a degree in a relevant subject area and a teaching qualification
- The ability to follow the Adult Core Curriculum and be able to deliver lessons to a high standard in the absence of the regular teacher.
- Excellent IT skills and the ability to use interactive whiteboards to a very high standard.

7. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

Growth, Client & Customer Satisfaction / Quality of Services provided	Innovation and Change
Rigorous management of results	
Brand Notoriety	
Commercial Awareness	
Employee Engagement	
Learning & Development	

8. Management Approval – To be completed by document owner

Version	1	Date 14 th September 2019	
Document Owner			