

## Oakfield House School

**JOB DESCRIPTION:** Interventions and Cover Lead Instructor

**Reports To:** Executive Head Teacher, Head of School & SLT

**Review and Amendment:** This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Executive Head Teacher, Head of School and the post holder.

### **Purpose of Job:**

This key function of this role is to cover teacher and teaching assistants across the school; this cover is for both general absences (illness/meetings etc.) and teacher cover for PPA. There will be an expectation to deliver lessons in the case of sickness, as well as providing extra within classrooms where needed. When there is no cover, you will be required to assist with interventions across the school in liaison with the SENCo.

### **Specific Roles and Responsibilities**

The Interventions and Cover Lead Instructor will be responsible for:

- delivering lessons to cover teachers; teachers will be required to preplan their lessons so no planning will need to be done.
- supporting in classes across the school to cover teaching assistant absence
- liaising with teaching staff with regards to evidence for Evidence for Learning as well as assessment data.
- managing the behaviour of pupils to ensure a safe and inspiring learning environment
- mark completed work and upload evidence to EfL for lessons delivered
- to work alongside teacher and teaching assistants to ensure a positive environment for all pupils

### **Knowledge and Understanding**

Have knowledge and understanding of:

- The school's vision, aims, priorities, targets, curriculum policies and action plans.
- Any statutory curriculum requirements and the requirements for assessment, recording and reporting of pupil's attainment and progress
- To have a solid understanding of the school pathways and ensure suitable learning is taking place in all environments.
- The characteristics of high-quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
- The implications of the code of practice of special educational needs for teaching and learning
- To understand and support the development of appropriate sequences of learning that relate to the needs of the learners in each pathway
- To develop the understanding of implementation of the curriculum area across each pathway and support the progress of provision within these.
- To understand the curriculum intervention needs across the school and liaise closely with the SENCo to ensure cohesive implementation and review.

## **Teaching and Learning**

- Deliver and support learning within the classroom settings.
- Challenge all learners to their full potential.
- Use of innovative ideas in order to develop pupils' personal skills.
- Follow the school's ethos of ensuring equal opportunities for all pupils.
- Ensure the delivery of high quality and meaningful interventions to individuals or groups of pupils; this will be directive of the SENCo.

## **Team Working the wider community**

The post holder will:

- Work as part of a team to ensure the needs of the young people are being met
- Support colleagues where necessary to share good practice
- Be a positive role model across school and support extracurricular activities
- On occasions maybe required to complete home visits to pupils who are not in school

## **Other Duties and Responsibilities**

*A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.*