BLENHEIM SCHOOLS

Job Description

Job Title: Cover Teacher Upper School – Zero Hours Bank staff

Responsible to: Deputy Head

Key internal contacts: Staff in other departments, pupils

Key external contact: pupils relatives, advocates and others

About Meoncross

Meoncross School is a thriving independent co-educational school on the south coast, educating children from Nursery to Year 11. We combine academic excellence with outstanding pastoral care and a strong sense of community, enriched by our distinctive Coastal Education curriculum. Pupil and staff wellbeing is central to our ethos, and we promote a supportive, inclusive environment alongside opportunities for professional development and continuous improvement. As part of Blenheim Schools Group, we welcome colleagues who share our commitment to educational excellence, wellbeing and our ambition to be the best at getting better.

About Blenheim Schools

Blenheim Schools is a growing family of innovative, high-quality independent schools committed to enabling outstanding futures for every student. Our ethos centres on truly understanding each child, their talents, character and aspirations by providing a personalised, ambitious education that helps every child to thrive. We deliver a broad, enriching curriculum supported by tailored teaching and exceptional pastoral care. We celebrate individuality, nurture confidence and champion every learner so they can discover their strengths and achieve their potential.

Joining Blenheim Schools means becoming part of a collaborative, forward-thinking community that values creativity, inclusion and professional growth. Our teams are united by a shared belief in the power of education to transform lives and by a commitment to delivering outstanding experiences for students and families.

JOB PURPOSE

The Cover Teacher – Upper School is responsible for supervising and supporting pupils' learning across a range of secondary subjects, following instructions and work set by the relevant subject teacher. The postholder will help pupils understand and complete learning activities, maintain a calm and purposeful classroom environment, and uphold the school's expectations for behaviour and achievement. The successful candidate will demonstrate a commitment to safeguarding and promoting the welfare of children and young people and will contribute positively to the ethos and aims of Meoncross School.

KEY TASK AREAS & RESPONSIBILITIES

GENERAL

- Deliver effective teaching across a range of Secondary subjects in Key Stage 3 and/or Key Stage 4.
- Support pupils' understanding, engagement and progress in learning.

- Maintain a calm, positive and purposeful classroom environment that supports effective learning.
- Promote positive behaviour and apply the school's rewards and sanctions policy consistently and fairly.
- Safeguard and promote the welfare of children and young people, complying with the school's safeguarding and child protection policies and procedures.
- Maintain professional knowledge and skills through relevant training and development.
- Contribute positively to the effective operation of the school and uphold its ethos, aims and values.
- Maintain professional and respectful relationships with pupils, parents, colleagues and other members of the school community.
- Undertake duties appropriate to the role as reasonably required by the Deputy Head or Head.
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate.
- Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and pupils that have arisen in the day promptly to the relevant Line Manager or appropriate person.
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies.
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions, and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices

Job Activities

- Supervise and support pupils undertaking work set by the relevant subject teacher across a range of secondary subjects.
- Liaise with the relevant subject teacher or Deputy Head where work has not been set or further guidance is required.
- Explain and reinforce key learning points to support pupils' understanding of lesson content.
- Provide additional instructions and assistance to pupils who require support in completing learning activities.
- Support self-assessment and paired marking where requested.
- Offer appropriate feedback and advice to pupils on how to improve their work.
- Maintain a calm and purposeful classroom environment, ensuring an appropriate working noise level.
- Ensure the classroom is left tidy and ready for the next lesson.
- Apply the school's rewards and sanctions policy consistently and fairly.
- Attend relevant safeguarding and child protection training and report concerns promptly in accordance with the school's procedures.
- Participate in training, professional learning activities and performance appraisal and development review processes, where applicable.

- Undertake duties as directed by the Deputy Head and any other reasonable duties appropriate to the role as required by the Head.

Person Specification

Experience

Essential

- Experience of teaching and supporting learning.
- Experience of working with children in an educational or learning environment.

Desirable

- Experience of teaching in a Secondary school setting.
- Detailed and thorough knowledge of the secondary curriculum in at least one subject
- Experience of teaching across Key Stage 3 and/or Key Stage 4.
- Experience of supporting pupils with a range of learning needs.

Skills, Qualifications & Training

Essential

- Excellent communication and interpersonal skills.
- Ability to explain instructions and learning activities clearly to pupils.
- Ability to maintain a calm, positive and purposeful classroom environment.
- Good organisational skills and the ability to follow lesson plans and instructions.
- Ability to build positive and professional relationships with pupils, parents and colleagues.
- Ability to apply behaviour expectations consistently and fairly.
- Strong commitment to safeguarding and promoting the welfare of children and young people.

Desirable

- Relevant teaching qualification or evidence of relevant professional development.
- Detailed knowledge of the Secondary curriculum, particularly English and Mathematics.
- Knowledge of effective assessment, marking and feedback practices.
- Knowledge of strategies to support pupils with differing learning needs.
- Training in safeguarding, child protection or behaviour management.

Other

Essential

- Understand and comply with safeguarding and child protection policies and procedures.
- Demonstrate a passion for learning and supporting pupils' development.
- Show commitment, reliability, flexibility and a professional approach.
- Demonstrate patience, resilience and the ability to remain calm under pressure.
- Maintain discretion and confidentiality when handling sensitive information.
- Demonstrate a commitment to equality, inclusion and treating pupils fairly.
- Be aligned with the ethos, aims and values of Meoncross School.
- Demonstrate enthusiasm for contributing to the wider life and community of the school.

Desirable

- Demonstrate initiative, creativity and sound professional judgement.
- Show a reflective approach and willingness to undertake professional development.

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