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Job Description

Cover Teacher

Full Time, Fixed Term Contract until 31 August 2022

Salary | £22,644 per annum

Closing Date | 9.00am Tuesday 5th October 2021



Pride

Respect

Success

Charlestown Road, St Austell, Cornwall, PL25 3NR

Telephone: 01726 72163

Assistant Headteacher | Doug O'Brien – dobrien@penrice.org.uk

Headteacher | Lucy Gambier

REF NO: PEN02

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Welcome from the Headteacher, Ms Gambier



Alongside the support we provide we are relentless in our expectations and ambitions for each and every one of our students, because our students are incredible and deserve the very best life has to offer.

Our students are **proud** to be part of this community. They take pride in how they present and conduct themselves, and in the quality of work they produce. Our staff take pride in their work with students to develop them both academically and socially.

We are **respectful** of each other and our beliefs, allowing individuals to grow into their own unique self without fear of prejudice.

Students at Penrice are able to feel **successful** every day, not just through the outstanding academic results they achieve, but through small wins each time progress is made or an obstacle is overcome, knowing that being the best version of themselves is the ultimate quest and the only expectation we have.

Learning at Penrice



At Penrice we are unwavering in our commitment to deliver the highest quality of education for all our students, ensuring the best possible life chances for them. This involves achieving success in public examinations but also involves the development of the individual, to be able to lead fulfilling, happy and purposeful lives. We want our students to leave Penrice being able to contribute to society in a positive and valuable way; being able to think freely, make informed choices and explore the world around them.

We believe that equipping students with knowledge and understanding is pivotal in ensuring we achieve our ambitions. As such, our curriculum and strategy for learning is crafted to empower students with knowledge and provide a rich and diverse range of enriching opportunities.

We have the highest expectations of behaviour and engagement. Our lessons are disruption free so our teachers can focus on imparting their expert subject knowledge to our students.



Job Description

We are seeking to appoint an **inspirational and passionate teacher** to cover lessons across the Academy. The position includes a teaching commitment in your specialist subject area of up to 0.3FTE. The successful candidate will have outstanding subject knowledge in their subject area, and be adaptable to teach lessons as directed and planned by class teachers in all subject areas. If the successful candidate is an Early Career Teacher, we will provide a comprehensive ECT induction and support package.

Penrice Academy is a truly **outstanding** school, with wonderful students and forward thinking, inspirational staff. We are highly successful with year-on-year **exceptional results**, which now put us in the top 7% of schools nationally. We provide our students with the knowledge, skills, and attributes to be victorious as they move to the next stages of their education and lives. As a school community we have a **relentless drive** and ambition to provide the **best possible educational experience** for each and every one of our students.

Penrice Academy is part of Cornwall Education Learning Trust (CELT), a family of Cornish Primary and Secondary Schools, with a strategic vision to '**learn together to help every child achieve more**'. This is an exciting time to join our large, dynamic Trust, which is responsible for educating learners across four secondary schools, one junior school and nine primary schools. There are extensive opportunities to work collaboratively with experienced professionals and leaders across the Trust, with **unparalleled CPD and career development prospects**.



Job Title | Cover Teacher

Actual Salary | £22,644

Core Purpose of Role

- ▶ To implement and deliver an appropriately broad, balanced, personalised and differentiated curriculum for students.
- ▶ To provide cover teaching for staff absence
- ▶ To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- ▶ To contribute to raising standards of student attainment.
- ▶ To share and support the school's responsibility to provide and monitor opportunities for academic and personal development.
- ▶ To monitor and assess the progress of students as a teacher.
- ▶ To support the overall development of students as a Form Tutor.

Main Duties and Responsibilities

Teaching

- ▶ To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- ▶ Plan work in accordance with department schemes of learning.
- ▶ Ensure all lessons are stimulating and accessible to all our students.
- ▶ Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
- ▶ To ensure that numeracy and other cross-curricular requirements are reflected in the learning experience of students.
- ▶ Take account of students' prior level of attainment and use them to set targets for future improvements.
- ▶ To mark, grade and give written, verbal and diagnostic feedback as required.
- ▶ Adopt most appropriate teaching strategies to meet student learning needs.
- ▶ Set work for students absent from school for long-term health or disciplinary reasons.
- ▶ Maintain good discipline by adherence to the advice given to staff in the induction handbook, curriculum team handbook and elsewhere.
- ▶ Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code and assertive discipline policies.
- ▶ Set appropriate and demanding expectations for students' learning, motivation and presentation of work.
- ▶ Work in collaboration with Teaching Assistants attached to any teaching group.
- ▶ To provide and/or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- ▶ To carry out assessment of students as required by examination bodies, departmental and school procedures.
- ▶ Provide a stimulating environment by taking responsibility for the assigned teaching space and all equipment

Communication

- ▶ To ensure effective communication as appropriate with the parents of students.
- ▶ To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

Pastoral

- ▶ To monitor and support the overall progress and development of students within the subject area.
- ▶ To help monitor students' attendance together with the students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- ▶ To act as a Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- ▶ To contribute to the morals and ethics according to the school policy.
- ▶ To assist in the implementation of the Behaviour Management System within the programme/subject area so that effective learning can take place.

Additional Duties

- ▶ To attend staff meetings and Trust-based INSET as required.
- ▶ The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ▶ To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.
- ▶ To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.
- ▶ To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
- ▶ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- ▶ To undertake any other duties as reasonably required by the Headteacher, to ensure the efficient and effective operation of the Academy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date of appointment but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Person Specification

The Person Specification outlines the essential and desirable qualities concerning the person we are seeking for this post.

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▶ Qualified Teacher Status ▶ Degree in relevant subject 	<ul style="list-style-type: none"> ▶ Masters Degree in relevant subject
Experience	<ul style="list-style-type: none"> ▶ Experience of teaching at Key Stage 3 and 4 	<ul style="list-style-type: none"> ▶ Experience of classroom curriculum materials which you have developed ▶ Experience teaching other subjects ▶ Experience as an exam marker for GCSE or A-Level
Skills and Knowledge	<ul style="list-style-type: none"> ▶ Excellent subject knowledge and an understanding of national and examination curricular requirements of the subject ▶ Excellent working knowledge of ICT and how it can be used to track and analyse attainment ▶ High level of oral and written communication skills 	<ul style="list-style-type: none"> ▶ Knowledge of current education and professional developments and an understanding of their application in a whole school context
Personal Qualities	<ul style="list-style-type: none"> ▶ A strong commitment to safeguarding children and young people; full awareness and knowledge of current national legislation for safeguarding and child protection ▶ To believe in the importance of team work and a collaborative approach, to be able to contribute effectively to a team and build supportive working relationships with colleagues ▶ Demonstrates a versatile approach to teaching strategies with the ability to impact positively on all students, to enthuse and create a love of learning ▶ A commitment to pastoral tutoring and sensitivity to students' needs ▶ A desire to play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow in this example ▶ A commitment to facilitate extracurricular provision 	



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