

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



# Cover Teacher

*Including up to 0.3 FTE Teaching of PE*

Job Description & Person Specification



[www.celtrust.org](http://www.celtrust.org)

# Job Description

Reporting to:	Senior Leadership Team
Key Contacts:	Leadership Team, Teachers, Support Staff, Students
Location:	Based at Penrice Academy, but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust
Salary:	£22,644 per annum
Hours:	Full Time, Fixed Term Contract (1 September 2022 to 31 August 2023)

## Core Purpose:

- ❖ 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.

### **General Responsibilities applicable to all staff:**

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils 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.

### **Note:**

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

## SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.

# Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"><li>❖ Degree in relevant subject</li><li>❖ Qualified Teacher Status</li></ul>	<ul style="list-style-type: none"><li>❖ Masters Degree in relevant subject</li></ul>	Application Form / Interview
Experience	<ul style="list-style-type: none"><li>❖ Experience of teaching at Key stage 3 and 4</li></ul>	<ul style="list-style-type: none"><li>❖ Experience of classroom curriculum materials which you have developed</li><li>❖ Experience teaching other subjects</li><li>❖ Experience as an exam marker for GCSE or A-Level</li></ul>	Application Form / Interview
Specialist Knowledge and Skills	<ul style="list-style-type: none"><li>❖ Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</li><li>❖ Demonstrates an awareness, understanding and commitment to equality and inclusion</li><li>❖ Excellent subject knowledge and an understanding of national and examination curricular requirements of the subject</li><li>❖ Excellent working knowledge of ICT and how it can be used to track and analyse attainment</li><li>❖ High level of oral and written communication skills</li></ul>	<ul style="list-style-type: none"><li>❖ Knowledge of current education and professional developments and an understanding of their application in a whole school context</li></ul>	Application Form / Interview

Personal Qualities	<ul style="list-style-type: none"> <li>❖ 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</li> <li>❖ Demonstrates a versatile approach to teaching strategies with the ability to impact positively on all students, to enthuse and create a love of learning</li> <li>❖ A commitment to pastoral tutoring and sensitivity to students' needs</li> <li>❖ 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</li> <li>❖ A commitment to facilitate extracurricular provision</li> </ul>		Application Form / Interview
Values Related Qualities	<ul style="list-style-type: none"> <li>❖ <b>Collaborate</b> – ability to work effectively as a team</li> <li>❖ <b>Empower</b> – ability to take initiative and problem solve in order to improve performance</li> <li>❖ <b>Leadership</b> – To lead by example and achieve shared goals</li> <li>❖ <b>Transformation</b> – ability to recognise a need for change and adapt accordingly</li> </ul>		Application Form / Interview



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