

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



Casual Cover Teacher

Job Description & Person Specification



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
Rate of Pay:	£116 per day
Hours:	Casual Contract

Core Purpose:

To be available to cover daily/short term absences at the Academy as required. To cover lessons across all subject areas as planned and directed by class teachers.

Principal Responsibilities:

- ❖ To be aware of and work in accordance with the Teachers' Standards at all times.
- ❖ To deliver cover lessons in accordance with lesson plans, as directed by class teachers.
- ❖ To ensure the timely completion of registers for cover lessons and that any missing students are reported immediately to the Attendance Office.
- ❖ To have full awareness of the Academy's Behaviour Management Policy and ensure that it is applied fairly and consistently at all times.
- ❖ To be aware of differing needs of students within classes and differentiating lessons appropriately to meet these needs.

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"> ❖ Degree ❖ Qualified Teacher Status 		Application Form / Interview
Experience	<ul style="list-style-type: none"> ❖ Experience of teaching at secondary level 	<ul style="list-style-type: none"> ❖ Experience of teaching multiple subjects 	Application Form / Interview
Specialist Knowledge and Skills	<ul style="list-style-type: none"> ❖ Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people ❖ Demonstrates an awareness, understanding and commitment to equality and inclusion ❖ Excellent ICT skills, with experience of working with Microsoft Office applications ❖ Effective written and oral communication skills 		Application Form / Interview

Personal Qualities	<ul style="list-style-type: none"> ❖ Flexible and adaptable to be able to deliver lessons in non-specialist subject areas ❖ Excellent time management ❖ Ability to work on own initiative, without supervision ❖ Ability to work with professionalism and confidentiality at all times ❖ Demonstrates a versatile approach to teaching strategies with the ability to impact positively on all students, to enthuse and create a love of learning 		Application Form / Interview
Values Related Qualities	<ul style="list-style-type: none"> ❖ Collaborate – ability to work effectively as a team ❖ Empower – ability to take initiative and problem solve in order to improve performance ❖ Leadership – To lead by example and achieve shared goals ❖ Transformation – ability to recognise a need for change and adapt accordingly 		Application Form / Interview



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