



Penryn
College

"Achieving through Challenge"

January 2024

Dear Applicant

We are looking to appoint a fixed term, full time Cover Teacher, starting as soon as possible to teach classes as appropriate when teachers are absent.

We have a preference for qualified teachers but also welcome applications from Higher Level Teaching Assistants, experienced Learning Support Assistants or anyone who believes that their previous experience in working with children makes them suitable to undertake the responsibilities detailed.

The role has been graded at a Grade G (£23,096 - £28,744 pro rata) for an unqualified teacher. A Grade H (£26,467 - £31,462 pro rata) is available for qualified teachers. We would like applicants to offer afterschool clubs several times a week and these would be paid at an additional rate based on the study support pay structure. Please reference which clubs you would be able to offer in your application.

In addition, you will be required to attend relevant INSET, staff training, Staff meetings, Departmental or Year team meetings.

We welcome Early Career Teachers (ECTs) or staff returning to the profession. We pride ourselves on actively supporting ECTs and all staff who want future teaching jobs through giving opportunities and guidance on applications, letters and references. We have had strong successes in this area in the past. As part of developing an evidence portfolio for future teaching positions, the following in house support will be offered:

- Opportunities to cover and teach in your specialism
- Opportunities to be a co-tutor, being part of a Year team.
- Teaching and Learning mentoring support
- Invitations to the Teaching and Learning workshops and ECT meetings
- Opportunities to develop a project focused on outcomes for students
- Coaching and support with future job applications

We are shortly be advertising for Teaching Assistant roles which will offer the same in-house support as detailed below for ECTs.

The contracts are fixed term until 31st August 2024. The hours are 31.25 per week working 8.25am – 3.25pm Monday to Friday with a 45 minute unpaid break each day. These roles are term-time only and are paid for 44.263 weeks of the year.

A Cover Teacher on a grade G would have a starting salary of £16,559 per annum. A Cover Teacher on a grade H would have a starting salary of £18,972 per annum.

Please return completed application forms along with your covering letter to the HR Office or email vacancies@penryn-college.cornwall.sch.uk

Closing date: Wednesday 14th February at 9am. Interviews will be held on Wednesday 21st February.

Yours faithfully

Gemma Ohly
HR Manager

Headteacher:
Tamsin Schouten

Kernick Road, Penryn,
Cornwall, TR10 8PZ

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secretary@penryn-college.cornwall.sch.uk

www.penryn-college.cornwall.sch.uk

Job Description

Cover Teacher



Penryn
College

"Achieving through Challenge"

Post:

Cover Teacher

Responsible to:

Assistant Headteacher

Direct/ Indirect supervisory responsibility:

None.

Important Functional Relationships:

Internal: Staff Cover Co-ordinator, Headteacher, SLT team, Heads of departments, teachers, pupils, teaching support staff, SENCOs.

External: Governors, parents.

Main purpose of job:

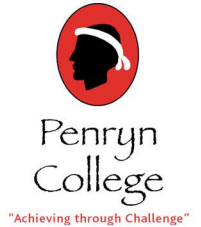
To facilitate effective learning in a range of classes and subjects in response to short-term teacher absence. To use a wide variety of behaviour management strategies in order that pupils can engage and make progress to ensure the learning continuum. To work to the guidance of set protocols and to refer any issues as necessary to relevant staff in line with school policies.

Duties and Responsibilities:

- To teach lessons, where appropriate and working where possible within the specialist skills associated with each individual Cover Teacher.
- To attend regular staff briefing meetings and departmental meetings to remain fully aware of teacher absences and the schools' changing requirements for teacher cover.
- To be a Second Tutor/Co-Tutor and attend any relevant briefings.
- To liaise with the Head of Department with regard to distributing relevant papers and documents of suitable teaching materials which relate to the relevant Curriculum area and stage of progress of the pupils.
- To establish constructive relationships and effectively communicate with teaching staff and Heads of Departments with regard to cover requirements for short-term teacher absence.
- To build and maintain supportive relationships with pupils, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all pupils. To maintain a focused learning environment by building positive relationships built on mutual trust and respect from both staff and pupils.
- To use behaviour manager where appropriate to ensure staff are fully informed of any incidents that have arisen, and the actions taken.
- As a team Cover Teachers will meet fortnightly with the cover co-ordinator and Senior Leader
- Cover Teachers can be linked to relevant departments where practical and be integrated into the department aims and aspirations.
- Where possible use the strengths that individuals have identified to engage in subjects specific schemes of work.
- There will be opportunities for tutoring, mentoring and taking part in events both in school and in the wider community.
- To attend whole staff briefing meetings and other communication meetings as required.
- To administer pre-set work and associated teaching resources provided.
- To provide instructions relating to pre-set activities for pupils in accordance with the instructions and explanations provided with the pre-set work by the Head of Department or teacher.
- To respond to questions relating to the instructions and process for completion of pre-set work and the recognised school procedures.
- To supervise pupils undertaking effective self-directed learning where appropriate, for example ICT Learn Centre. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To support pupils consistently whilst recognising and responding to their individual needs.
- To provide teachers with feedback of progress made and to reflect on the suitability/quality of work provided.
- To collect pupils' work at the end of the lesson and return to the appropriate teacher or teacher's representative in accordance with the school's teacher cover policies and procedures.

Job Description

Cover Teacher



Duties and Responsibilities:

- To be responsible for ensuring classrooms are left clean and tidy after lessons, and all teaching materials and resources accounted for and stored securely when not in use.
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with the school's behaviour management policies and encourage pupils to take responsibility for their own behaviour.
- To supervise and manage pupils' behaviour whilst covering teacher absences in accordance with the recognised behavioural standards to ensure an orderly and constructive environment for the class.
- To deal with any immediate problems or emergencies that may occur in the class whilst covering the teacher's absence in accordance with the school's recognised policies and procedures.
- To be responsible for keeping and updating records as agreed with the teacher.
- To check and record pupil attendance and absences. To report all absences in accordance with the schools' recognised absence reporting procedures.
- To carry out administrative tasks associated with all of the above duties.
- To remain aware and work within all relevant school working practices, policies and procedures.
- To attend staff meetings and school-based INSET as required.
- To contribute to the overall ethos of the school including running several extra-curricular club each week.
- The post holder is responsible for his/her own self-development on a continuous basis.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection and GDPR).
- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.

Person Specification

Cover Teacher

Person Specification	Essential	Desirable	How Identified
Relevant Experience	At least 2/3 years experience of working with pupils of the relevant age in a learning environment.	Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist pupil groups.	Application Form/Interview
Education & Training	<p>Attainment of GCSE's grade C or above in English & Maths (or able to demonstrate equivalent numeracy/literacy skills to a level 2 standard of education).</p> <p>Pupil behaviour management training.</p> <p>NVQ 3 for Teaching Assistants or equivalent qualifications or experience.</p>	<p>QTS Qualification</p> <p>Training in the relevant strategy/s or curriculum areas.</p> <p>Appropriate first aid training.</p>	Application Form/Interview
Special Knowledge & Skills	<p>Up-to-date ICT skills.</p> <p>Good listening & communication skills.</p> <p>Knowledge of specific curricular areas or key stages.</p> <p>Behaviour Management skills.</p>	<p>Awareness of the SEN Code of Practice and guidance on meeting SEN.</p> <p>Fully meets the nationally recognised HLTA standards.</p> <p>Practical skills relating to planning & utilising individual learning programmes.</p>	Application Form/Interview
Any Additional Factors	<p>Self-motivated and able to work constructively as part of a team.</p> <p>Ability to relate well to children and adults.</p> <p>Understanding of principles of child development and learning processes.</p> <p>Ability to work to deadlines and methodical approach to work.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		Interview