



PENRYN COLLEGE

ACHIEVING through CHALLENGE



Candidate Pack – Cover Teacher



Message from The Headteacher

Thank you for the interest that you have shown in joining us at Penryn College. As Headteacher, I am proud to lead a school community that is committed to excellence, inclusivity, and innovation. Our motto, *“Achieving through Challenge,”* reflects our belief that with the right support and encouragement, all young people can reach their full potential.

We are passionate about providing a broad and balanced curriculum that inspires curiosity, creativity, and confidence. Together we work tirelessly to create an environment where students feel valued and empowered to take ownership of their learning. Lessons are engaging and underpinned by excellent resources including technology.

We have high expectations of our staff, but in return we provide a supportive and friendly working environment where your feedback is valued and your efforts recognised and rewarded, with ample CPD opportunities and the chance to really make a difference.

Penryn College is more than just a place of learning—it is a vibrant, caring community where every moment matters.

One of the most important things I have learnt in my career is to listen to students. Finding out what our students think and experience in any capacity, whether it's with our student leadership groups, standing in the canteen queue, or sitting next to them in their lessons. These important interactions tell us what we're doing right and set our priorities. After all, it's the reason we came into this profession!

I hope this information pack will give you a good overview of the position and working at our School. There is a strong community spirit here, and all our staff, whatever their role, play an important part in our success. If you have any questions please do contact us, we are more than happy to help.

Warm regards, Claire Croxall

About Our School - Vision, Mission & Ethos

Penryn College is a lively, thriving school, and we pride ourselves on our local and national reputation for educational excellence. We work in partnership with national research-led teaching and learning initiatives such as the Arts Council Creativity Collaborative and we are an award-winning Cyber Award School and UNICEF Rights Respecting School. We cater for children and young people aged 11-16 who live in Penryn and the surrounding villages of Constantine, Flushing, Mabe, Mawnan Smith, Mylor, Perranwell and Ponsanooth. Students also join us from Falmouth and other outlying villages and towns.

Originally, Penryn College opened in Falmouth in 1957, and was moved to its present site in 1961. Since that time, there has been a programme of continuous improvement and updating of buildings/classrooms. Our biggest development was the opening of our £24 million College building in 2008. Our PAN for each year group is 210, but the occupational capacity is slightly different for each one. Currently, we are oversubscribed in all year groups.

We want the children of Penryn College to be the best they can be and do the very best they can, whoever they are, wherever they are from, whatever their starting point and wherever they are headed. We want them to be able to meet the challenges of the future. We want them to be flexible, to solve problems, to be resilient and to think for themselves. Most of all, we want them to achieve their dreams.

“Achievement through Challenge” is a tangible part of the life and work of the College. Children have inspiring learning opportunities because teachers open new worlds. The range of rich opportunities in a wide and exciting curriculum, using Cornwall’s natural environment to the full, gives students a thirst to know more, understand more and do more. Building upon their achievements at primary school, students develop purposeful learning habits, including being competent in reading, writing and numbers. They are able to talk openly and confidently about themselves, their progress, their aspirations and their opinions. They learn to understand, value and uphold people’s right to be treated equally. They leave us with a broad range of qualifications which give them knowledge and skills they need for their future, whatever that future might be, and as self-assured, well rounded young citizens, understanding the responsibilities, challenges and opportunities of life in modern Britain and the wider world. They value people for who they are and know that each one of us has a responsibility to give something back. They know where they are headed and how to achieve their dreams.

Penryn College's ethos centers on nurturing happy, resilient, and aspirational students through challenge, aiming for them to reach their full potential in a supportive, inclusive environment that values individuality, mutual respect, and community, underpinned by their motto "Achieving through Challenge" and a commitment to developing well-rounded individuals with strong academic and personal skills.

At Penryn College, we believe that everyone's voice matters. We listen carefully to students, families, staff, and our wider community to help shape the future of our school. This shared approach ensures we create a supportive, inclusive environment where every learner can thrive.



01 What parents say ...

"Both of my children are very happy at the school and we're very grateful to have a fantastic school on our doorstep. They are given many extra-curricular opportunities which enable them to grow in confidence and feel part of the school community."

02 What students say ...

"There's a great team spirit here. We all get on well with each other and the teachers. We feel safe, and the facilities are amazing!"
"The changes that have been made by all of us have been listened to and have happened thanks to the school staff."



03 What staff say ...

"The school does a fantastic job... it enables our young people to thrive and be valued"
"This is a great school to work in... there is a strong sense of community."

04 What OFSTED say ...

"Penryn College is a happy and welcoming school."
"Pupils follow an exciting curriculum with a broad range of different opportunities. Leaders are ambitious for pupils and there is an ethos of 'having a go', without fear of failure."



Working with Us

The Recruitment Process

- 1. Application:** To apply for a staff vacancy, please visit our website [here](#) and [complete an Application Form](#) and Personal Statement of Suitability (no longer than two sides A4). Demonstrate clearly how you meet the criteria outlined in the Person Specification, providing specific, relevant examples to support your evidence. **Please email completed applications by the closing date to** Helene Zeat-Kane, HR Officer. hzeat-kane@penryn-college.cornwall.sch.uk
- 2. Shortlisted applicants** will be invited by email to attend an interview. References will be taken up after shortlisting unless you have indicated otherwise.
- 3. Interview Process:** The selection process will include a formal panel interview and a practical assessment designed to evaluate the knowledge, skills, and abilities outlined in the Person Specification. Full details will be provided to shortlisted candidates prior to interview.
- 4. Feedback:** Unsuccessful applicants will be provided with professional feedback
- 5. Taking up post:** The start date is subject to completion of all Safer Recruitment checks
- 6. Additional Information:** For further information, please contact Becky Withers, HR Manager. If you require any reasonable adjustments in order to attend or participate fully in the interview process, please let us know at your earliest convenience so that appropriate arrangements can be made
- 7. Safeguarding:** Penryn College is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.

We reserve the right to interview early should an exceptional candidate apply

Closing date: 20th April

Interview date: 28th April

Start Date: ASAP

Please note that we are unable to process applications without a fully completed application form.

Please return your completed application form and covering letter to Helene Zeat-Kane, HR Officer at hzeat-kane@penryn-college.cornwall.sch.uk or post to: Penryn College, Kernick Road, Penryn, TR10 8PZ.

Thank you again for your interest in joining our team. We look forward to receiving your application.

“The School has a great culture - one that supports staff and the development of teams. I love being part of the team!” **Staff Survey 2025**

JOB DESCRIPTION

| | |
|---|--|
| Job title: | Cover Teacher |
| Grade: | G-H |
| Responsible to: | Assistant Headteacher |
| Direct/ Indirect supervisory responsibility: | None |
| Important Functional | <u>Internal:</u> Staff Cover Coordinator, Headteacher, SLT team, Heads of departments, teachers, pupils, teaching support staff, SENCOs. |
| Relationships: | <u>External:</u> Governors, parents. |

Main purpose of the 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:

1. To teach lessons, where appropriate and working where possible within the specialist skills associated with each individual Cover Teacher.
2. To attend regular staff briefing meetings and departmental meetings to remain fully aware of teacher absences and the schools' changing requirements for teacher cover on the days you are contracted to work.
3. To liaise with the Head of Department with regard to distributing appropriate papers and documents of suitable teaching materials which relate to the relevant Curriculum area and stage of progress of the pupils.
4. To establish constructive relationships and effectively communicate with teaching staff and Heads of Departments with regard to cover requirements for short-term teacher absence.
5. 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.
6. To use Classcharts for reporting positive and negative behaviour incidents, and where appropriate to ensure staff are fully informed of any incidents that have arisen, and the actions taken.
7. Cover Teachers will be linked to relevant departments and be integrated into the department aims and aspirations.
8. Where possible use the strengths that individuals have identified to engage in subjects specific schemes of work.
9. To attend whole staff briefing meetings and other communication meetings as required on the days you are allocated to work.
10. To administer pre-set work and associated teaching resources provided.

11. 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.
12. To respond to questions relating to the instructions and process for completion of pre-set work and the recognised school procedures.
13. To supervise pupils undertaking effective self-directed learning where appropriate, for example Extended Tutor or Personal Study or equivalent lessons. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
14. To support pupils consistently whilst recognising and responding to their individual needs.
15. To provide teachers with feedback of progress made and to reflect on the suitability/quality of work provided.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. To be responsible for keeping and updating records as agreed with the teacher.
22. To check and record pupil attendance and absences through the use of Classcharts. To report all absences in accordance with the schools' recognised absence reporting procedures.
23. To carry out administrative tasks associated with all of the above duties.
24. To remain aware and work within all relevant school working practices, policies and procedures.
25. To attend staff meetings and school-based INSET as required.
26. The post holder is responsible for his/her own self-development on a continuous basis.
27. 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 be noted during the course of duty.
28. 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).
29. To undertake other duties appropriate to the grading of the post as required including break duties.
30. To maintain confidentiality of information acquired in the course of undertaking duties for the department.

PERSON SPECIFICATION

Job title: Cover Teacher
Person specification prepared by: HR Manager, Penryn College
Date: March 2026

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|---------------------------------------|--|---|---------------------------------|
| Relevant Experience | | Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist pupil groups. At least 2/3 years experience of working with pupils of the relevant age in a learning environment. | Application form/ interview. |
| Education & Training | 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). Pupil behaviour management training. NVQ 3 for Teaching Assistants or equivalent qualifications or experience. | QTS Qualification Training in the relevant strategy/s or curriculum areas. Appropriate first aid training. | Application form/ interview. |
| Special Knowledge & Skills | Up-to-date ICT skills. Good listening & communication skills. Knowledge of specific curricular areas or key stages. Behaviour Management skills. | Awareness of the SEN Code of Practice and guidance on meeting SEN. Fully meets the nationally recognised HLTA standards. Practical skills relating to planning & utilising individual learning programmes. | Application form/ interview. |
| Any Additional Factors | Self-motivated and able to work constructively as part of a team. Ability to relate well to children and adults. Understanding of principles of child development and learning processes. | | Interview. |

| | | | |
|--|--|--|--|
| | <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> | | |
|--|--|--|--|



Penryn College

Achieving through Challenge

Thank you for your interest in Penryn College. We look forward to welcoming you to our school.

Address Penryn College, Kernick Road, Penryn, TR108PZ