



Vacancy Information Pack

School Name:	Helston Community College
Job Title:	Cover Supervisor

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Helston Community College

Job Title:	Cover Supervisor
Pay Point / Pay Range:	TPAT Point 6
Full Time Equivalent Annual Salary:	£23,076 (if paid over 52 weeks) pro rata
Actual Annual Salary for this Role:	Dependent on hours £19,849 per annum [if paid for 37 hours]
Contract Type:	Permanent
Hours Per Week / Weeks Per Year	Full Time and Part Time hours available / Term Time incl. INSETs Working Weeks – 39 working weeks Paid Weeks – 44.849 paid weeks
Closing Date:	Midday on Wednesday 17 th July 2024 Please note, the closing date is given as a guide. We reserve the right to close the post early dependent on the number of applications; we advise you to submit your application early to avoid disappointment.
Proposed Shortlisting Date:	Please see note under closing date.
Proposed Interview Date:	Monday 22 nd July [TBC]

Helston Community College are seeking to recruit an enthusiastic Cover Supervisor to provide effective cover supervision in a range of classes and subjects in response to short-term teacher absence.

We require a confident person who can relate well to students and is committed to supporting teaching and learning. Previous classroom experience is not essential, however some experience of working with young people in a supportive capacity is preferred.

The successful candidate will have:

- **Good literacy and numeracy skills;**
- **Motivation and flexibility to work across the College and have a real passion for working with students in the 11-18 age range;**
- **Effective analytical, organisation and communication skills;**
- **Will have the ability to work on their own initiative, but also be able to work flexibly as part of a team.**

This is an exciting opportunity to join a Trust that values all its staff, and provides a range of benefits including a competitive salary, a Local Government Pension Scheme, family friendly policies, cycle to work scheme, access to wellbeing services and continued professional development.

Completed applications should be returned to: aatkinson@helston.tpacademytrust.org

To find out more about Helston Community College, please visit:	www.helston.cornwall.sch.uk
To discuss this position please contact the HR Manager:	Email – aatkinson@helston.tpacademytrust.org Telephone – 01326 572685
Application packs can be downloaded from:	www.tpacademytrust.org/web/application_pack/604811
Please email your completed application form and equality & diversity monitoring form by the closing date to:	aatkinson@helston.tpacademytrust.org

Please note that successful candidates will be informed via email.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment. All successful applicants will be subject to appropriate pre-employment checks and will be required to complete a Disclosure and Barring Service (DBS) Enhanced Check, a Safeguarding Self-Declaration Form and satisfactory online searches undertaken.

School Information for Applicants	
School Address:	Church Hill, Helston, TR13 8NR
School Telephone Number:	01326 572685
School Email Address:	enquiries@helston.tpacademytrust.org
Name of Headteacher:	Alex Lingard

Website Address:

www.helston.cornwall.sch.uk



Welcome to Our School

This information pack will provide you with an insight into our College and offer some practical information which will be of use to you as a prospective member of our school community.

Thank you for showing an interest in applying for a role at our College. I hope the information below will give you a clear insight into our College and the main aims and priorities we share for all our students and staff.

At Helston Community College, our students matter: each one an individual, valued and appreciated. We are ambitious for all of our students and are committed to providing a learning experience that consists of high challenge combined with appropriate support, and effective teaching in a safe and disciplined environment.

Our School enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.

We welcome visitors as this is the best way to see our wonderful College. Please contact Angela Atkinson, HR Manager on the telephone number provided if you would like to arrange to look around.

General Background

Our College is a place where doors of opportunity are opened for young people, and we encourage them to make the most of every opportunity that comes their way. We provide a diverse curriculum, allowing students to develop knowledge, skills and talents in a broad range of subject areas. We challenge students' thinking and encourage them to learn from setbacks, so that they become resilient learners who can respond effectively to future challenges. We urge our students to believe in themselves, to take responsibility for their own learning and personal development, and to work hard so that they achieve their very best.

We believe that Helston Community College is a unique place and has something special to offer its students and staff. The relationships between staff and students were recently recognised by OFSTED as being 'very strong'; students say that they are very proud to study here and staff are overwhelmingly proud to work here.

We are one of a few schools in Cornwall to have a Sixth Form, with approximately 200 students enrolled on courses recruiting from the College's Year 11 and also from other secondary schools in the area. Our aim at Post 16 is to provide an excellent education and to develop the skills to allow students to make the transition from College to the next stage of their lives. We are proud of our College and students for good reasons.

Helston Community College joined Truro and Penwith Academy Trust in January 2023. TPAT is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall. The Academy Trust works with local schools to ensure that young people in Cornwall have access to the best possible learning experiences.

Staff Organisation

Information on key members of staff can be found on the College website:
www.helston.cornwall.sch.uk

Our Curriculum

Our intent is to plan and teach an inspiring, coherent and memorable curriculum that inducts students into “powerful knowledge”.

Structure of the Curriculum

Years 7, 8 & 9 – Key Stage 3 (Key knowledge and skills are built up across a broad range of subjects, creating a foundation for future study).

Years 10 & 11 – Key Stage 4 (Examination courses begin, predominantly GCSE courses).

Yrs 12 & 13 – Post 16 (Focused study on a small number of examination subjects, A levels and Applied courses).

Key Stage 3 Statutory Curriculum

All young people will study as part of the secondary curriculum:

Key Stage 3 core curriculum: English, Maths and Science.

Key Stage 3 foundation subjects: Art, Design & Technology, History, Geography, Modern Foreign Language, Computing, Music, PE, Citizenship.

Religious Education.

Relationship and Sex Education.

Key Stage 4 Statutory Curriculum

All young people will study as part of the secondary curriculum:

Key Stage 4 core curriculum: English, Maths and Science.

Key Stage 4 foundation subjects: Computing, PE, Citizenship and Religious Education.

Relationship and Sex Education.

A course in at least one of the Arts; Design and Technology, Humanities; Modern Foreign Languages and all four if they wish.

Safeguarding

TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment.

Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. We will also carry out online searches as part of our due diligence on the shortlisted candidates, as updated in the Keeping Children Safe in Education recommendations. This may help identify any incidents or issues that have happened, and are publicly available online, which the School or Trust might want to explore with the candidate at interview.

Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Application Information

We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:

Contact Name: Angela Atkinson, HR Manager

Contact Email Address: aatkinson@helston.tpacademytrust.org

Contact Telephone Number: 01326 572685

Please note that CVs will not be accepted.

Application packs can be downloaded from: www.tpacademytrust.org/web/application_pack/604811

Closing Date: Midday on Wednesday 17th July 2024

Completed applications must be returned to the email address above and be received by midday on the closing date provided.

Interview Date(s): Monday 22nd July 2024

To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post.