



COUNDON
COURT

Cover Teacher

Recruitment Pack





BUILDING BRIGHTER FUTURES



Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Chris Heal

Head Teacher



Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



▼ Job Details

JOB TITLE	COVER TEACHER
OPPORTUNITY	We are seeking to appoint a Cover Teacher to join our Cover team, to work with curriculum teams and teach students in the absence of teachers.
REPORTING TO	Vice Principal
LOCATION	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust.
SALARY	Unqualified Teacher
BENEFITS ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements www.thefuturestrust.org.uk/why-work-for-the-futures-trust



Job Description

Job Purpose:

To work with curriculum teams and teach students in the absence of teachers.

Responsibilities:

1. To plan and deliver agreed set of timetabled lessons.
2. To maintain good order and discipline amongst the pupils in line with the School Behaviour for Learning Policy to ensure a positive environment.
3. To encourage the young people to interact and work co-operatively with each other and engage all pupils in activities.
4. To respond to any questions from pupils about processes and procedures
5. To deal with any immediate problems or emergencies in accordance with school policy.
6. To establish communication links with the appropriate subject leaders to ensure continuity is maintained for the pupils.
7. To collect and mark all completed work after the lessons and return it to the appropriate subject teacher
8. To attend parent evenings, as appropriate in liaison with subject leaders.
9. To report back to the appropriate person on any issues arising
10. To supervise examinations as directed.
11. To take part in all appropriate inset activities



- To be a tutor, providing pastoral support, guidance and advice to a group of students. Keeping appropriate records and reporting on the personal and social needs and progress of the youngsters
- To accept responsibility for the safeguarding of both staff and students and to follow policy, procedures and guidance on appropriate behaviour
- To evaluate own teaching critically to improve effectiveness and to participate in professional development activities as required delivering the job purpose
- To participate as required in meetings with colleagues, external partners and parents in order to fulfil the above duties and responsibilities
- Any other duties and responsibilities within the range of the salary grade

Professional Development:

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Teacher of Maths are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



▼ Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	Educated to level 2 minimum – GCSE standard (English & Maths desirable)		Application Form Certificates
SKILLS AND ABILITIES	- To communicate effectively - To motivate and encourage students to work co-operatively - To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively - To be a team player - To organise and co-ordinate classroom a difference		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	• Of working with groups of young people, preferably of secondary age • Of resolving problems and handling challenging situations • Of managing behaviour effectively		Application Form Interview
KNOWLEDGE AND UNDERSTANDING	• Of the needs and characteristics of young people • Of supervision and behaviour management techniques • Of the importance of positive role models for young people • Of strategies, including literacy, numeracy, ICT, independent learning, special educational needs and anti-racism to ensure effective learning • Of equal opportunities and anti-discriminatory practice in the context of the school community		Application Form Interview Test
OTHER REQUIREMENTS	• Of working with groups of young people, preferably of secondary age • Of resolving problems and handling challenging situations • Of managing behaviour effectively		Application Form Interview



How to apply

Closing date:

Wednesday 10 December 2025

Interviews:

tbc

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

tel: 02477 102134

To apply for this post, please complete the online application form found at:

www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- Coundon Court School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.