



# COVER TEACHER

## RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

### **1. Students first**

Teachers and leaders totally focused upon the educational benefit of our students.

### **2. It's about learning**

Students, teachers and leaders focused upon developing and improving their learning.

### **3. No barriers**

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





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

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. At Coundon, we drive everything we do through our 3 core principles: Hard Work, Kindness and Respect. We are looking to expand our team of dedicated professionals who excel in their field.

*Chris Heal, Principal*

<b>JOB TITLE:</b>	<b>COVER TEACHER</b>
<b>OPPORTUNITY:</b>	<p>Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.</p> <p>A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.</p> <p>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.</p>
<b>REPORTING TO:</b>	Principal
<b>LOCATION:</b>	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust
<b>SALARY:</b>	Unqualified Teacher
<b>BENEFITS:</b>	<ul style="list-style-type: none"> <li>• Competitive rates of pay</li> <li>• Extensive professional development opportunities across the Trust</li> <li>• Career pathways across the Trust</li> <li>• Teacher/Local Authority Pension Schemes</li> <li>• Online retail discount</li> <li>• Employee Assistance Programme</li> <li>• Family Friendly policies to support family &amp; carer commitments</li> <li>• Flexible Working Arrangements</li> </ul>

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

## 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



## PERSON SPECIFICATION

ATTRIBUTES	JOB REQUIREMENTS	MEASUREMENT
KNOWLEDGE	<ul style="list-style-type: none"> <li>Of the needs and characteristics of young people</li> <li>Of supervision and behaviour management techniques</li> <li>Of the importance of positive role models for young people</li> <li>Of strategies, including literacy, numeracy, ICT, independent learning, special educational needs and anti-racism to ensure effective learning</li> <li>Of equal opportunities and anti-discriminatory practice in the context of the school community</li> </ul>	Application Form Interview
SKILLS	<ul style="list-style-type: none"> <li>To communicate effectively</li> <li>To motivate and encourage students to work co-operatively</li> <li>To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively</li> <li>To be a team player</li> <li>To organise and co-ordinate classroom a difference</li> </ul>	Application Form Interview
EDUCATIONAL ACHIEVEMENTS	<ul style="list-style-type: none"> <li>Educated to level 2 minimum – GCSE standard (English &amp; Maths desirable)</li> </ul>	Application Form Certificates
EXPERIENCE	<ul style="list-style-type: none"> <li>Of working with groups of young people, preferably of secondary age</li> <li>Of resolving problems and handling challenging situations</li> <li>Of managing behaviour effectively</li> </ul>	Application Form Interview
PROFESSIONAL	<ul style="list-style-type: none"> <li>Of working with groups of young people, preferably of secondary age</li> <li>Of resolving problems and handling challenging situations</li> <li>Of managing behaviour effectively</li> </ul>	Application Form Interview
SAFEGUARDING	<p>In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> <li>Motivation to work with children and young people;</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people;</li> <li>Emotional resilience in working with challenging behaviours; and</li> <li>Attitudes to use of authority and maintaining discipline</li> </ul>	Application Form Interview



## HOW TO APPLY

CLOSING DATE:	Friday 28 June 2024 (12 noon)
INTERVIEWS:	W/C Monday 1 July 2024

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- Coundon Court 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.**