

**Application Pack and Job Description**

**Cover Teacher**

**Dawlish College**

**Logo, company name

Description automatically generated**

**Dawlish College**

**Cover Teacher**

Ivy Education Trust is seeking to appoint an enthusiastic individual with drive, passion and creativity to join Dawlish College as a Cover Teacher.

**As the ‘in-house’ Cover Teacher at Dawlish College, the successful applicant will become an integral part of our school’s teaching and learning community, ensuring continuity and consistency for students when staff are absent and contributing to the wider life of the school. Paid at MPS level, this post is a fantastic opportunity for someone who enjoys flexibility and variety in their work and who wants to focus their professional practice primarily on ensuring the quality of student experience in the classroom, during the school day.**

Are you:

- an inspirational, dedicated and forward-thinking classroom practitioner?

- able to deliver targeted lessons up to and including GCSE?

- committed to raising standards?

- creative, enthusiastic and committed to active learning?

You will:

- demonstrate excellent planning and organisational skills

- be able to enthuse and motivate all students

- put the building of positive relationships with staff and students at the heart of what you do

- have incredibly high expectations

- be an excellent team player

- believe that all students are capable of success

If you think you can make a difference to our students and relish the idea of joining our successful, supportive and highly-motivated team in the delivery of an excellent education, then we want to hear from you!

Please see the job description and person specification for further details regarding this post.

Dawlish College is a vibrant and exciting place to be. As a relatively small school we have the luxury of knowing every young person as an individual, while also being able to offer every opportunity to them as they grow and develop. Working collaboratively, having fun and enjoying what we do is at the heart of what it means to work with us, and we believe that this is why students thrive, our outcomes are strong, and we are growing in student numbers year on year.

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The name of our Trust is inspired by the story of Dr Ivy Williams. Born in Teignbridge (Newton Abbot), in 1877, she managed what we would wish for all the children and young people of Teignbridge and surrounding area that we serve in our schools by fulfilling her childhood dreams and ambitions.

On 10 May 1922 Dr Ivy Williams became the first woman to be called to the Bar (formally recognised as a qualified Barrister of Law) of England and Wales.

The story of Dr Ivy Williams reminds us of the famous quote from Michelangelo:

*“The greater danger for most of us lies not in setting our aim too high and falling short; but in setting our aim too low, and achieving our mark.”*

The Ivy Education Trust supports and challenges all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible.

If you share these visions and aspirations, then we very much welcome your application for this post.

* **To discuss the post further with the Headteacher, please contact** [**people@ivyeducationtrust.co.uk**](mailto:people@ivyeducationtrust.co.uk) **making it clear you are enquiring about the post of Cover Teacher at Dawlish College.**
* **Completed application forms should be sent to** [**people@ivyeducationtrust.co.uk**](mailto:people@ivyeducationtrust.co.uk)
* **Closing date for applications is Friday 9 December 2022 at 09:00.**
* **Interviews will take place week commencing 12 December 2022.**

**Job Description**

|  |  |
| --- | --- |
| Job Title: | Cover Teacher |
| Location: | Dawlish College |
| Responsible to: | Headteacher |
| Salary: | MPS |
| Contract:  Start Date: | Permanent  January 2023 or as soon as possible |
|  | |
| **Key Purpose of Job:**  To provide continuity of learning through the supervision of whole classes during the absence of teachers. To provide wider support within specified areas to ensure continuity of student learning and progression.  To deliver the highest quality of Teaching & Learning through being an effective teacher who challenges and supports all students to achieve their best by:   * Inspiring trust and confidence in students and colleagues * Building team commitment amongst students and colleagues * Building positive relationships with, engaging and motivating students * Thinking analytically * Taking positive and proactive action to improve the quality of students’ learning   The following key areas are adapted from The National Standards for Head Teachers, available at www.education.gov.uk. The specific range of duties will be agreed annually. | |
|  | |
| **Main Duties:**   * To supervise the learning of whole classes where the activities have been planned by teachers * To provide key staff with relevant information about student performance during supervised sessions in order to ensure they are informed of the students’ progress * To take greater responsibility for planning, preparation of resources, delivery and marking/feedback when undertaking longer-term supply for particular classes – by agreement with the Headteacher * To take part in appropriate meetings and training as identified by Dawlish College * To support the corporate life of Dawlish College and project a positive image of the College * To be committed and sensitive in ensuring the equality of opportunity of students * To alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved * To use a range of appropriate strategies and follow College policies for teaching, tutoring, behaviour management and classroom management * To provide student-facing cover in other areas of the school besides the classroom (e.g. Isolation, Inclusion etc.) as required * To reasonably support with the fulfilment of the staff duty rota and supervision of students in unstructured times as required * To follow agreed policies for communications in the College * To ensure the effective and efficient deployment of classroom support while working as a member of a designated team and contributing positively to effective working relations within the College   **College Ethos and Culture**   * To conduct oneself in a manner befitting a teacher at all times, ensuring behaviours that display positivity to others * To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the College   **Other Duties**   * All staff must commit to Equal Opportunities and Anti-Discriminatory Practice * The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles * To support the achievement of the College’s objectives by working proactively with colleagues on projects or activities outside direct areas of responsibility as required – by agreement with the Headteacher * To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others * To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the College * To follow the College’s ICT policy for safe use of ICT * To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the College’s safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS * To place the safeguarding of all children in the College as the highest priority * To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person * To work in compliance with the codes of conduct, regulations and policies of the College and its commitment to equal opportunities * To comply with the College’s Health & Safety policy and statutory requirements * To undertake any other additional duties not detailed above as required and as specified in the College Teachers’ Pay and Conditions document, as long as they are commensurate with the level of the job   The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Chief Executive Officer or Trust board. | |

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How Assessed |
| **Qualifications** | | | |
| **Teaching Qualification** | √ |  | Application Form; Interview |
| **Good Honours Degree** | √ |  | Application Form; Interview |
| **Class of Degree 2:1 or higher** |  | √ | Application Form; Interview |
| **Professional experience and knowledge** | | | |
| **Ability to teach to GCSE level** | √ |  | Application Form; Interview |
| **Personal aptitudes, qualities and skills** | | | |
| **A commitment to a relational approach to managing students’ behaviour, centred around knowing and valuing each individual student’s strengths and potential** | √ |  | Application form; Interview; References |
| **High expectations of self** | √ |  | Application form; Interview; References |
| **Belief in students’ ability to succeed** | √ |  | Application form; Interview; References |
| **Ability to act on advice and be open to coaching** | √ |  | Interview; References |
| **Dedication and commitment** | √ |  | Application form; Interview; References |
| **Openness to innovation and improving own practice** | √ |  | Application form; Interview; References |
| **Ability to collaborate and work co-operatively** | √ |  | Interview; References |
| **Ability to effectively use ICT to support students** | √ |  | Application Form; at interview |
| **Commitment to enrichment activities** | √ |  | Interview; References |
| **Understanding of diverse teaching and learning styles** | √ |  | Application form; Interview |
| **Ability to teach engaging, motivating lessons** | √ |  | Interview; References |
| **Understanding of assessment for learning** | √ |  | Application form; Interview; References |
| **Ability to set high levels of challenge for students** | √ |  | Application form; Interview; References |
| **Ability to relate well with students, staff and parents** | √ |  | Interview; References |
| **Understanding of behaviour management techniques and of the relationship between teaching and behaviour** | √ |  | Application form; Interview; References |
| **Understanding of safeguarding issues and promoting the welfare of children and young people** | √ |  | Interview |
| **Suitability to work with children** | √ |  | Application form; Interview; References |