

**Application Pack and Job Description**

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**Teignmouth Community School, Exeter Road**

**Cover Teacher**

Ivy Education Trust is seeking to appoint an enthusiastic individual with drive, passion and creativity to join Teignmouth Community School.

Are you:

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

- able to deliver targeted lessons up to an 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

- 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.

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.

Application forms and further information are available from our website, [www.ivyeducationtrust.co.uk](http://www.ivyeducationtrust.co.uk) or via email to [people@ivyeducationtrust.co.uk](mailto:people@ivyeducationtrust.co.uk)

**Completed application forms should be sent to** [**people@ivyeducationtrust.co.uk**](mailto:people@ivyeducationtrust.co.uk)

**Closing date for applications is Monday 5th December 2022 at 09:00, Interviews will take place once applications have been shortlisted.**

**Job Description**

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| --- | --- |
| Job Title: | Cover Teacher |
| Location: | Teignmouth Community School, Exeter Road |
| Responsible to: | Headteacher |
| Salary: | MPS |
| Contract:  Start Date: | Permanent  Immediate start |
|  | |
| **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 * Engaging and motivating students * Analytic thinking * Taking positive 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 Teignmouth Community School * To support the corporate life of Teignmouth Community School and project a positive image of the School * 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 Trust policies for teaching, tutoring, behaviour management and classroom management * To provide cover in Isolation, as required * To follow agreed policies for communications in the School * To take account of the ‘Every Child Matters’ agenda in all aspects of your work * 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 School   **Ethos and Culture**   * To conduct oneself in a manner befitting a supply 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 School.   **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 school’s objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required * 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 School. * To follow the Trust’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 Trust’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 school 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 Trust and its commitment to equal opportunities * To comply with the school’s Health & Safety policy and statutory requirements * To undertake any other additional duties not detailed above as required and as specified in the Trust 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**

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| Criteria | Essential | Desirable | How Assessed |
| **Qualifications** | | | |
| **Teaching Qualification** | √ |  | Application Form; Interview |
| **Good Honours Degree** | √ |  | Application Form; Interview |
| **Class of Degree 2:2 or higher** | √ |  | 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 |
| **Ability to teach to A level** |  | √ | Application Form; Interview |
| **Personal aptitudes, qualities and skills** | | | |
| **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 extracurricular 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 |