



Application Pack and Job Description
Enhanced Cover Teacher 0.6 FTE
Newton Abbot College



Enhanced Cover Teacher 0.6 FTE
Newton Abbot College
Fixed-term September 2024 - August 2025
Scale 5/ MPS

We are seeking to appoint an enthusiastic and motivated member of staff to join the Newton Abbot College's dedicated team of Cover Teachers. The successful applicant will provide continuity of student learning and progression through the organisation of emergency cover in the morning and through the supervision of whole classes during the short-term absences of teachers. Additionally, when not providing cover, they will support the wider college in supporting student learning.

The successful candidate will:

- Be passionate about helping students to achieve their very best.
- Be committed to the vision and values of the college.
- Have experience of working with young people.
- Be kind, patient and flexible in their approach and a strong communicator.
- Be organised and proactive in their work and a collaborative and trustworthy team player.
- Be a positive and professional role model, demonstrating high expectations at all times, to all staff and students.
- Be an experienced, reflective and aware practitioner who knows how to get the best from people.
- Engage with the college coaching programme, as part of our professional development offer. This reflects how highly we value our cover teachers as we do other teachers.

We would welcome applications from teachers and ECTs and offer a MPS salary.

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

Newton Abbot College is an over-subscribed secondary school with a growing Sixth Form that is situated in the heart of Newton Abbot, Devon. Our mission is to support, challenge and inspire every individual to be better than they ever dreamt they could be. To achieve this staff and students share the same set of values and drivers that underpin an ethos of traditional values and incredibly high expectations and a culture of high-quality teaching supported by exceptional pastoral care. Staff wellbeing and professional development are always a priority and we work hard to look after our staff and provide them with opportunities to develop their practice and, if they wish, further their careers. There is a very strong sense of community and team at Newton Abbot College; everybody looks out for one another and everybody is proud of their role as together we grow our college from strength to strength.

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 Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through

school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and 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.

If you have any questions about the Enhanced Cover Teacher post, please contact Zahra Bhiwandiwalla, Deputy Headteacher on zbhiwandiwalla@nacollege.devon.sch.uk.

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to recruitment@ivyeducationtrust.co.uk

Completed application forms should be sent to recruitment@ivyeducationtrust.co.uk. **We reserve the right to interview before the closing date, so please get your application in early.**

Closing date for applications is Monday 10th June at 9am. Interviews will take place once applications have been shortlisted.

Dear applicant,

First, I would like to say a huge thank you for your interest in working at Newton Abbot College.

When I started as Headteacher in September 2021 every time I asked a member of staff what they loved about working at Newton Abbot College the reply came back the same: the staff and the students! And after working here for over two and a half years, I completely agree with them; our staff body are friendly, caring, inspiring, diligent and collaborative. They epitomise the essence of team and I feel privileged to be part of it. And our students are kind, respectful, hard-working and take a real pride in our college community and the role that they play in it; they make me proud!

As a staff, our mission is to provide *all* our students with the best possible educational experience that we can; an experience that supports, challenges & inspires them to achieve their potential and develop into well rounded, kind, resilient and responsible young people, who have a deep love of learning and a curiosity about the world in which they live. We have the highest expectations and standards in all that we do; nowhere more so than in the classroom, where lessons are consistently high-quality, inspiring and engaging because all our teaching staff deliver lessons within the Newton Abbot College Lesson Framework that is based on the work of Lemov, Sherrington and Rosenshine.

Our curriculum is academically aspirational but also provides the right balance of challenge, support and personalisation to ensure every child succeeds. We ensure, both inside and outside the classroom that we maximise the opportunities we provide our students, so that they in turn can achieve beyond what they thought was possible. We do this by offering an enrichment calendar which is unrivalled in its breadth of offer and in what it has enabled our students to experience and achieve – most recently our U-14 and 16 Netball teams getting through to the National Finals, and the college being awarded the ArtsMark Platinum Award.

We treat everyone in the Newton Abbot College community with care and compassion, providing a supportive and collaborative environment so together we create a strong culture and community that everyone plays a role in. It is a community that is built on our values of courage & perseverance, hard work & achievement, kindness & respect and pride & aspiration; values that we expect everybody to embrace and embody.

We offer our staff disruption free classrooms built on a whole college framework of behaviour for learning expectations; centralised behaviour systems; a weekly coaching programme for all staff (because, in the words of Dylan Williams, 'every teacher needs to improve, not because they are not good enough, but because they can be even better'); opportunities for in-house career progression, access to our Trust leadership development programme and a leadership team who always prioritise staff wellbeing. We have very strong Pastoral and Business Support teams, who together play a vital part in helping us provide our students with the best possible educational experience we can.

If you share our passion and commitment to offer the best and be the best and would like to be part of the Newton Abbot College team as together we aim to achieve our mission, then please apply; we would love to hear from you.



Amy Grashoff
Headteacher
Newton Abbot College

Job Description

Post Title:	Enhanced Cover Teacher
School:	Newton Abbot College
Working Hours:	22.5 hours per week, 07:15 to 15:15, (Tuesday, Wednesday and Thursday) to include half an hour unpaid break for 39 weeks.
Salary Grade:	Scale 5 Point 16-18 (£28,282 - £29,269 FTE) / MPS1
Contract Type:	Fixed-term September 2024 – August 2025.
Responsible to:	Deputy Headteacher

Role Description

To provide continuity of learning through the administration of cover and the supervision of whole classes during the short-term absences of teachers. To provide wider support within specified areas to ensure continuity of student learning and progression.

Main duties as the Emergency Cover Co-ordinator

- Manage notifications of absence from college staff via the college's sickness reporting system, and arrange cover where appropriate.
- Process absence information and carry out administrative tasks to ensure absence records are up to date.
- To ensure that the personnel providing cover are issued with relevant documentation such as registers, photo lists and cover work.
- To organise the distribution of supply teacher 'packs' and ensure relevant safeguarding practices are adhered to with regard to the supply of information.

Main duties as Cover Teacher:

- To supervise the learning of whole classes in all subjects across the college where the activities have been planned by teachers.
- To supervise tutor periods, where necessary.
- To provide key staff with relevant information about student performance during supervised sessions in order to ensure they are informed of the student's progress.
- To take part in appropriate meetings and training as identified by Newton Abbot College.
- To support the corporate life of Newton Abbot College and project a positive image of the College.
- To be committed and sensitive in ensuring the equality of opportunity of students.

When not required to supervise whole classes or tutor groups the Cover Supervisor will be expected to assist in supporting student learning in a variety of specified areas, in accordance with college requirements. This may include:

- Assisting in classrooms in a SEND capacity
- assisting key staff in the planning, monitoring and delivery of interventions targeted within the Pupil Premium and catch up programmes
- provision of cover in the Protected Learning Room
- exam invigilation

Support team

- To support the achievement of the college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.

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 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 at 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.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

	Essential	Desirable	How Assessed
Qualifications and Training:			
A 'good' grade (9-5) at GCSE English and Mathematics or equivalent	√		Application Form
Educated to A level of equivalent		√	Application Form
Educated to degree level		√	Application Form
Qualified Teacher Status		√	Application Form
Knowledge and Experience:			
A proven track record of working with young people		√	Application Form; Interview and reference
Proven experience of working with children of relevant age in a learning environment		√	Application Form; Interview
Working knowledge of processes, procedures and systems within an educational environment, including SIMS		√	Application Form; Interview
Personal and Professional Skills and Attributes:			
Ability to recognise and understand the need for confidentiality	√		Application Form; Interview;
Highly motivated and enthusiastic with a flexible, adaptable approach	√		Application Form; Interview
High professional standards	√		Application Form; Interview
Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds	√		Application Form; Interview
A commitment to high academic standards	√		Application Form; Interview
The ability to motivate and enthuse students	√		Application Form; Interview
Ability to work effectively as a member of a team	√		Application Form; Interview
Excellent planning, organisational and communication skills	√		Application Form; Interview
Ability to work effectively with and command the confidence of teaching staff	√		Application Form; Interview
The ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-college and external advice and expertise where necessary	√		Application Form; Interview
Ability to relate well to students and staff in a professional manner	√		Application Form; Interview
Capacity to manage the learning environment and student behaviour in a manner which is conducive to productive learning for all students	√		Application Form; Interview
The ability to remain calm and diffuse situations	√		Application Form; Interview
A commitment to working to strict deadlines	√		Application Form; Interview
Ability to plan, under appropriate supervision and guidance, or in collaboration, effective learning programmes	√		Application Form; Interview

Ability to effectively use ICT as an integral part of teaching and learning programmes	√		Application Form; Interview
Ability to use other technology to support learning – eg video, photocopier, etc	√		Application Form; Interview
Willingness to participate in training/development as/when identified by line manager	√		Application Form; Interview
Ability to self-evaluate learning needs and actively seek learning opportunities	√		Application Form; Interview
Ability to demonstrate and promote good practice in line with the ethos of the College	√		Application Form; Interview
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Application Form, Interview and references

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.

Why work at Newton Abbot College? Because we look after our staff.



Fairy Godmother scheme – every member of staff has an anonymous fairy godmother who leaves them messages (cards and/or gifts).



Annual flu jab offered to all staff.



Annual diary/and or planner and staff handbook for all staff to aid planning and induction.



No am briefings after a late-night whole school event.



No after school meetings in the first and last week of each half term.



In-trust career development and leadership courses; support to access the NPQ suite of courses and progression opportunities within the college's leadership structures.



Centralised detention system for non-completion of homework and behaviour that does not meet expectations.



All teaching staff receive weekly incremental coaching as their personalised CPD to develop pedagogy; no whole school one-size-fits-all approach.



Staff social events each term and staff sport sessions/running club.



PowerPoint clicker, visualiser and timer for all teaching staff to facilitate lesson delivery.



Dedicated INSET days following exam and assessment windows to allow for marking, moderation and planning.



Regular safeguarding updates to empower & protect staff.



New staff buddy system: a buddy outside the department to catch up with for support.



Transparent meetings schedule and sacrosanct line management meetings to ensure consistency of experience.



Room 101 – regular opportunities to meet with the Headteacher and talk about things you'd like to change about the college.



Laptop and tablet for teaching staff to allow for administering of ClassCharts without interrupting use of PowerPoint/other software delivering the lesson.



Late start/early finish cards x 2 for every member of staff.



SLT & coaching team open door policy.



College calendar published at the year start detailing deadlines for advance notice.



Centralised department schemes of work and shared resources.



Three cover supervisors employed to minimise rarely cover.



Only three data drops a year per key stage, staggered to ensure drops are manageable and timely.



Cake (and fruit)-at-break Fridays.



Communication strategy that protects time outside of the school day by promoting a 7am-7pm email window, core working hours, individual working patterns and no-email days.



Numerous strategies to value staff contributions e.g. colleague of the month, thank you postcards, shout-outs.

Our mission is to provide all our students with the **best educational experience** we can. We are **driven** by having **high expectations & standards** in all we do; delivering **high quality lessons** that **inspire & engage**; **maximising opportunities & outcomes**; treating all individuals with **care & compassion**; and creating a strong **culture & college community**.