

Cover Teachers/Lecturers	
Working Hours:	Casual, bank arrangement
Salary:	Dependent upon experience

Job purpose

In the absence of the regular teacher/lecturer, to deliver highly effective cover lessons, supporting students in class, maintaining discipline, and ensuring students are well placed to continue their learning in future lessons.

Accountable for the oversight of learning and providing whole class supervision in the absence of the regular teacher/lecturer.

Duties and responsibilities of the job

Confidently use classroom technology to deliver lessons, enhancing the learning experience, and setting work previously prepared by the class teacher/lecturer
Supervising students engaged in learning activities
Acting as a role model and setting high expectations of conduct and behaviour
Effectively managing student behaviour, following the College's Behaviour Management Policy. Report back as appropriate using the College's agreed referral procedures, detailing the behaviour of the students during the lesson, and any issues arising
Recording and reporting attendance at lessons in accordance with College policy
Providing an effective and accurate handover to the usual class teacher – to include updates on progress and any issues
Being aware of, and complying with policies and procedures relating to child protection, equal opportunities, staff conduct, confidentiality and data protection, and health and safety, reporting all concerns to an appropriate person
Assisting students with their work when appropriate, following College procedure
Maintaining good order and discipline among students and safeguarding their health and safety when they are authorised to be on the College premises
Recognising and challenging any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant College policies and procedures, ensuring the individual/s involved understand it is unacceptable
Promoting the inclusion and acceptance of all students within the classroom, encouraging them to interact and work co-operatively with others and engage all in activities. Monitor and provide for the care, safety and welfare of students.
Overseeing the using of books and equipment as necessary and ensure that everything is returned to the appropriate place at the end of the lesson
Observing Health & Safety regulations at all times

Operating at all times within the stated policies and practices of the College
Establishing effective working relationships and setting a good example through own presentation and personal and professional conduct

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
Hold a professional degree or equivalent
Level 2 or higher qualifications in both English and maths
Clear understanding of the needs of students and how these may be met
Excellent communicator with highly developed interpersonal skills
Comprehensive and well-developed IT skills
Skills and experience in problem solving and a flexible and adaptable approach
Adaptable and flexible approach to change
Effective time management
Be able to motivate, inspire, and have high expectations of students
Ability to critically evaluate own performance
Work calmly under pressure
Desirable criteria
Experience of teaching and learning
Hold a relevant teaching qualification
Basic knowledge of first aid

CONDITIONS OF EMPLOYMENT

Teaching

This is a teaching post, and the total teaching hours will be in the range of 850 to 950 hours per year. The number of teaching hours undertaken will depend on the nature of the teaching (practical / theory) and the size of classes and any other allocated responsibilities.

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.