

Cover Lecturer/Coordinator	
Contract	Permanent
Hours	7.30-16.00 - 37.5h per week (Term Time Only)
Salary	£32,630 - £35,496 (pro-rata)
Reports to	Vice Principal (Curriculum and Quality)

Plumpton College is seeking to recruit a Cover Lecturer/Coordinator to join the College in a new role. The Cover Lecturer and Coordinator will oversee all aspects of staff cover, develop and manage the College cover bank register, and be available to deliver high-quality cover lessons when required to ensure that teaching and learning continue in the event of staff absence.

The Cover Lecturer/Coordinator will be responsible for leading lessons across all curriculum areas and levels of study when lecturers/instructors are absent and will be supported by Curriculum Managers and Assistant Curriculum Managers, as well as the College Senior Management Team.

#### 1. Main Areas of Responsibility

a.	As directed by Curriculum Management teams, deliver highly effective cover lessons to a consistently good or outstanding standard. Share teaching, learning, and assessment (TLA) good practice and celebrate students' and others' successes
b.	Liaise with Curriculum Managers for all subject areas to gauge requirement for cover and ensure that all lessons are covered where necessary
c.	Supervise lessons for absent teachers - allocating, explaining and overseeing cover work set or utilising centralised resources for study skills. Support students by providing general assistance during cover lessons.
d.	Report to the Curriculum Manager or Assistant Curriculum Manager if any issues arise with cover work set to include quality or appropriateness of cover
e.	With guidance from curriculum staff, develop a centralised bank of cover lesson resources, based around study skills, research and personal development which can be drawn by the post-holder or another member of staff if an absent colleague is unable for any reason to provide subject specific cover resources for their lesson(s)
f.	Communicate effectively with staff across the College to ensure cover lessons are delivered at a consistently high standard in order to support student outcomes
g.	Develop and manage the Plumpton College cover bank register of temporary cover staff to support with delivery of cover at the College, maintaining their engagement to support the College when the need arises

h. Collect completed work and return it to the appropriate lecturer or manager after the lesson(s)
i. When designing lesson materials, ensure opportunities are created and realised for students to be able to continuously develop their English and maths skills
j. Work to ensure high levels of student attendance in all sessions and prompt completion of registers
k. Use and apply modern technology in TLA to enhance the learning experience and support progress for students, e.g. Microsoft Teams, specialist software/resources, working to the college VLE standards
l. Follow the Plumpton College behaviour management and referral systems

## 2. Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice
b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience
c. Complete all mandatory training as required in line with college expectations

## 3. Other responsibilities and duties

a. Participate in staff and student recruitment campaigns, interviews, Open Days, and promotional/information events
b. Work with employers and other stakeholders as required to develop and deliver high quality curriculum
c. Contribute to, and support delivery of the college strategic plan
d. Comply with departmental operating plans and contribute to action plans as needed
e. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics
f. Analyse and selectively implement the calendar of key equality and diversity events across the programme
g. Ensure all safeguarding policies and procedures are followed
h. Be aware of student destination data to inform self-assessment and quality improvement
i. Any other duties connected with the post as are reasonably required from time to time

## Qualifications & Experience

We would like to hear from you if you:



- Hold a PGCE or equivalent level 4+ teaching qualification
- Are confident in using technology to enhance teaching and learning and comfortable utilising a range of different technological provisions in various curriculum areas
- Can work independently and handle time-sensitive tasks in a strategic and appropriate manner
- Possess knowledge of strategies to recognise and reward efforts and achievements for students in a Further/Higher education setting
- Have experience of classroom management and supporting students
- Have strong knowledge of SEND and other learning barriers
- Are highly organised and have strong time management skills
- Have relevant and recent experience in successfully supervising groups of learners aged 14-16 and 16+.
- Have worked in, or have understanding of a further education environment.

### **Working Hours**

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

### **Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 37 working days, plus 8 bank holidays (pro rata) and up to 5 efficiency days (pro rata) when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

### **Continuous Professional Development (CPD)**

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed, and booked with your Line Manager.

### **Benefits**

The candidate appointed to the post will automatically become a member of the Teacher Pension Scheme and pay contributions as determined by annual salary levels. The pension



scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

### **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.