

| Associate Cover Lecturer |                                                                    |
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| <b>Contract</b>          | Bank                                                               |
| <b>Hours</b>             | As agreed with line manager(s)                                     |
| <b>Salary</b>            | Point 29 at hourly rate - £21.68/h (£19.20 + £2.48)                |
| <b>Reports to</b>        | HR Assistant, but daily tasks fall to the relevant Curriculum Area |

Plumpton College is seeking to recruit Associate Cover Lecturers. The Associate Cover Lecturer will be available to provide support to a variety of curriculum areas where support is required. The role will deliver high-quality cover lessons to ensure that teaching and learning continue in the event of staff absence. The post-holder will cover for absent staff on an ad hoc basis, utilising resources provided by the Curriculum Manager or Assistant Curriculum Manager.

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

### 1. Main Areas of Responsibility

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| 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. 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.                       |
| c. Report to the Curriculum Manager or Assistant Curriculum Manager if any issues arise with cover work set to include quality or appropriateness of cover                                                                                        |
| d. Communicate effectively with staff across the College to ensure cover lessons are delivered at a consistently high standard in order to support student outcomes                                                                               |
| e. Collect completed work and return it to the appropriate lecturer or manager after the lesson(s)                                                                                                                                                |
| f. Promptly complete registers when covering lessons to ensure high levels of student attendance and report absence according to College policy.                                                                                                  |
| g. 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                                         |
| h. Follow the Plumpton College behaviour management and referral systems                                                                                                                                                                          |

## 2. Continuous Professional Development

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| 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

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| a. Where appropriate, participate in staff and student recruitment campaigns, interviews, Open Days, and promotional/information events.                                 |
| b. Communicate effectively with stakeholders at Plumpton College 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. Ensure all safeguarding policies and procedures are followed.                                                                                                         |
| g. Any other duties connected with the post as are reasonably required from time to time.                                                                                |

## Qualifications & Experience

- PGCE or equivalent level 4+ teaching qualification.
- Ability to cover a wide range of lessons.
- Confidence to manage a class of mixed ability learners.
- Ability to work effectively within a team, providing support to staff.
- Competence in MS Office (Excel, Word, Teams, and PowerPoint).
- Experience of classroom management and supporting students.
- Working knowledge of SEND.
- Strong organisation and time management skills.
- Able to supervise and guide groups of learners aged 14-16 and 16+.
- Have worked in, or have understanding of, a further education environment.



### **Working Hours**

This is a Bank role, and hours worked will be on an as and when basis to meet the needs of the Department. Standard College working hours are 8.30 - 5.00 and shifts allocated in this role will usually fall during this period.

### **Annual Leave**

The bank hourly rate is split into two elements; one is a regular hourly rate and then the balance which is called holiday pay hourly rate. Each month bank workers submit a timesheet and will be paid monthly in arrears, the regular hourly rate plus holiday pay.

### **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