



Cover Instructor

Information Pack

Transforming Lives

fullhurst.leicester.sch.uk



Introduction



Dear Applicant,

It is with great pleasure that I introduce myself as the Executive Headteacher of Fullhurst Community College. Thank you for expressing your interest in becoming a part of our school community.

Fullhurst Community College is committed to creating a supportive and inclusive learning environment for our 1500 students, aged 11-16 years. We take pride in offering the highest quality education and personalised learning pathways for every student, a commitment recognised in our recent Ofsted Inspection (September 2023): “Dedicated staff at the school have worked hard to create an inclusive culture.”

Our primary objective is to shape successful, confident, and responsible individuals, equipped with both academic qualifications and essential personal and social skills. Acknowledged by Ofsted, our broad and varied curriculum ensures that all students have opportunities to realise their aspirations. “The school has planned an ambitious curriculum to meet the needs of all pupils.”

The core values of Respect, Kindness, Determination, and Unity are integral to our success in enabling students to exceed their potential. “These values underpin the strong relationships pupils have with staff and each other. Pupils respect diversity.” (Ofsted September 2023).

Our commitment to excellence extends to equipping our staff with the necessary tools and materials for delivering high-quality education from the start of their career.

Our state-of-the-art facilities at Fosse and Imperial Campuses cater to the diverse needs of our student body, contributing to our ‘good’ rating across all areas by Ofsted (September 2023).

If you are enthusiastic about contributing to our ongoing success and making a positive impact on the lives of young people, we warmly welcome your application.

We look forward to the possibility of welcoming you to our team of dedicated staff.

Yours sincerely,

Christina Bailey
Executive Headteacher

Our School Values



Kindness, Respect, Determination and Unity. These values are central to everything we do and underpin our vision for both staff and students. At the heart of our work is a commitment to inclusivity, and our belief that education has the power to transform lives. We want this to be clearly reflected in our recruitment materials.

At its core our vision for our school, students and staff is built on inclusivity. At Fullhurst Community College, we are committed to providing the highest quality of education for every student in a supportive environment. We strive to provide access to different opportunities for our students, both inside and outside of the classroom, which will have a positive impact on their life. We believe that education can transform the lives of the students that we serve.

We are proud of our emphasis on a broad and balanced curriculum that promotes independence, creativity and enjoyment and are committed to providing high quality teaching that aims to ensure individual needs are met and that students can make progress, fulfil their potential and experience success. There is a drive to celebrate success and take pride in the achievements of our students.

We want our students to leave our school as successful, confident and responsible young people equipped with the academic qualifications, as well as the personal and social skills, that will enable them to make a positive contribution to society. Our core values of Respect, Kindness, Determination and Unity are key to us achieving and enabling our students to meet and exceed their potential.

As a school we have created definitions for our school values:

RESPECT

We treat ourselves, each other, our school community and the world around us with care

KINDNESS

We treat others as we would like to be treated ourselves

DETERMINATION

We try our best in everything we do, every day

UNITY

We will work together and succeed together

Our school values are reinforced through the key messages that students see and hear whilst they are at school.

Why Fullhurst?



At Fullhurst Community College, we believe in supporting, inspiring and developing every member of our team. When you join us, you become part of a vibrant, inclusive and ambitious school community where your work truly matters.

INCLUSIVE AND SUPPORTIVE CULTURE

A welcoming and diverse environment where staff are valued and supported at every stage of their career.

COMMITMENT TO PROFESSIONAL DEVELOPMENT

Access to high-quality CPD, leadership development opportunities, and pathways for career progression.

STRONG SCHOOL VALUES

Our core values – Respect, Kindness, Determination and Unity – shape everything we do and create a positive, purposeful school culture.

MODERN TEACHING FACILITIES

Two well-equipped campuses – Fosse and Imperial – providing dynamic and inspiring learning spaces for staff and students.

STUDENT-FOCUSED VISION

A shared belief that education transforms lives, with a focus on providing meaningful opportunities both in and outside the classroom.

STAFF WELLBEING PRIORITISED

Wellbeing initiatives, supportive leadership and a healthy work-life balance embedded in our approach.

TEAM ETHOS

A collaborative and motivated staff team, working together to ensure every student thrives.

MAKING A REAL DIFFERENCE

Be part of a school with high aspirations, where your contribution helps shape the futures of the young people we serve.

Fosse Campus



Imperial Campus



What We Can Offer You?



A comprehensive induction process.



Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.



Dedicated time is set aside for the department to plan collectively and therefore reduce workload.



We do not conduct formal lesson observations.



We're committed to equality and diversity; this is an area of responsibility for a member of our SLT and a linked Governor.



Free access to our fully equipped on-site gym and preferable rates for college facilities hire.



Vivup counselling service offering telephone or face-to-face appointments, 365 days a year.



Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.



Annual flu jab - to protect against those winter germs.



We provide a wide range of activities and events for staff to relax and enjoy across the year.



Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.



Free electric car charging.

FULLHURST COMMUNITY COLLEGE

Job Description



Post title: Cover Instructor

Salary: Unqualified Teacher Point 4 at £28,914 per annum bound by 1265

Contract type: Permanent and full time

Responsible to: Member of Senior Leadership Team

CORE PURPOSE OF THE ROLE:

- To provide a high-quality educational experience for all students by demonstrating the standards of knowledge, understanding and skills required for QTS
- To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document and the Teaching Standards
- To deliver high quality care and guidance to each student in tutor group

KEY RESPONSIBILITIES

KNOWLEDGE AND UNDERSTANDING:

- Have a secure up to date knowledge and understanding of subject specialism and understand progression in it
- Have up to date knowledge of teaching techniques and learning styles
- Understand how students' learning is affected by their physical, intellectual, emotional and social development
- Select and make good use of ICT and new technologies
- Be familiar with and implement the college's policies and procedures
- Select and make good use of appropriate strategies for literacy and numeracy development

PLANNING, TEACHING AND CLASS MANAGEMENT:

- Plan effectively for clearly defined and accountable learning outcomes.
- Plan homework activities according to agreed policies.
- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met and momentum and challenge are maintained.
- Ensure the health and safety of all students.
- Facilitate the development of a range of key skills.
- Establish high expectations of behaviour and attainment.
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe positive learning environment in which pupils feel confident.
- Be familiar with the SEND Code of Practice and the identification, assessment and support of students with special educational needs.
- Be familiar with the individual needs of all learners and manage these appropriately.
- Evaluate your teaching to improve effectiveness.

MONITORING, ASSESSMENT, RECORDING, REPORTING, ACCOUNTABILITY:

- Assess and record each student’s progress systematically with reference to the college’s current practice
- Make effective use of assessment information on students’ attainment to guide their next steps and to inform planning and lesson delivery.
- Mark and monitor classwork and homework in line with agreed policies ensuring marking is informative and helps students to progress
- Participate in standardisation activities as required
- Set targets as per college policy and use these to illustrate ‘value added’
- Evaluate the progress of all students and complete reports for Curriculum Leader, students, parents and Principal as required

OTHER PROFESSIONAL REQUIREMENTS:

- To provide cover for lessons as and when required.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
- Take responsibility for own professional development identifying and pursuing opportunities for CPD to improve teaching and learning.
- Ensure health and safety guidelines are adhered to, be involved in health and safety audits/reviews
- Comply with the appropriate Government, Local Authority (LA) and the college’s policies, procedures and systems.
- Follow the requisite procedures and legislation regarding confidential information.
- Follow and adhere to all college policies and procedures including data protection policy, equality and diversity policy, health and safety policy, safeguarding children in education - child protection policy.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Executive Headteacher / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed..... Staff Member

Signed..... Line Manager

Date.....

FULLHURST COMMUNITY COLLEGE

Person Specification



Post title: Cover Instructor

Salary: Unqualified Teacher Point 4 at £28,914 per annum bound by 1265

Contract type: Permanent and full time

Responsible to: Member of Senior Leadership Team

Training and education	Essential (E) / Desirable (D)
GCSEs in Maths and English (Grade A-C)	E
Education to degree level or equivalent.	E
Experience and knowledge	
Ability to use a variety of teaching and learning methods.	E
Able to plan and implement well-structured lessons.	E
Knowledge and understanding of current curriculum development.	E
Knowledge of good practice, policies and procedures in schools / colleges including Child Protection.	E
Qualities and skills	
Self-motivating and able to work on own initiative.	E
High expectations of self, students and staff.	E
Ability to implement, monitor and evaluate the curriculum.	E
Able to meet deadlines.	E
Ability to use data effectively to monitor and evaluate.	E
Experience of using ICT skills for classroom use.	E
Record of students achieving good academic results.	E
Equal opportunities	
Commitment to equal opportunities and equal value for all.	E
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E
Other conditions	
A willingness to attend/achieve further training/qualifications where appropriate.	E
Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.	E



