Jack Hunt School (Trust)

A Specialist Language College and Sports College

Bradwell Road, Peterborough, PE3 9PY
Tel. 01733 263526 Fax 01733 330364
email info@jackhunt.net
website ~ www.jackhunt.net

CEO & Headteacher: Ms P J Kilbey, BEd (Hons), PG Dip Ed, NPQH
Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH

Group 8 (11-18), Roll 1731 (226 in Sixth Form)

"A securely good school" – Ofsted January 2017

UNQUALIFIED TEACHER TO PROVIDE COVER

We require a permanent Unqualified Teacher to join us
to provide daily cover of lessons as soon as possible.
The successful candidate will join a team who supervise classes across the curriculum and age range. Classes will ordinarily have work pre-set for them.

Applicants should have a GCSE Grade C or equivalent in English and Mathematics, with some experience of working in schools or with young people.

Full training for successful applicants will be provided.

The post will be paid on the Unqualified Teachers' Pay Spine
(UQT1 – UQT6, £17,208 - £27,215) and terms and conditions outlined
in the School Teachers' Pay and Conditions Document and Teachers' Standards shall be applicable.

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Further details and how to apply are available on the Jack Hunt School website: www.jackhunt.net/careers

Closing date: Monday 24 June 2019 at 9.00 am



Our Head Prefect Team: 2018- 2019

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A Specialist Language and Sports College

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CEO Peterborough Keys Academies Trust and Headteacher: Ms P J Kilbey, BEd (Hons) PG Dip Ed NPQH
Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH Deputy Headteacher: Ms A M Ford, MA (Hons) Cantab MEd PGCE AST

Welcome Letter from the Headteachers

June 2019

Dear Applicant

Application for post as Unqualified Cover Teacher

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Thank you very much for your interest in the above vacancy. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

Our priorities as a school are to continue the laser sharp focus on raising attainment and improving progress whilst providing a caring and aspirational environment for our students where they are given a range of opportunities to experience and excel in. We are an inclusive, truly comprehensive school committed to achieving the best outcomes for all our students. We want them to achieve more than they themselves thought possible.

We have won a number of Awards for our work, especially the exceptional progress our students make from their starting points; our students attend Russell Group Universities; represent England and Great Britain in a range of Sports; and contribute positively to the school and wider community. The successes we have had and the excellent reputation we have in the City has been as a result of the relentless hard work of the entire staff body.

In this post we are seeking someone who is keen to develop professionally and who is prepared to work in a collaborative way with colleagues. Individual contribution to teamwork and a positive 'can do' outlook is essential.

Our selection criteria for the post are clearly outlined in the documents on the school website for applicants. If you do truly want to make a difference to the lives and aspirations of our students and if you aspire to work in a supportive, professional environment with a learning and reflective culture, we would be very pleased to receive an application from you.

Yours sincerely

Ms P J Kilbey
Headteacher
CEO for Peterborough Keys Academies Trust

Ms K Simpson-Holley
Headteacher



Our Head Prefect Team: 2018- 2019

PETERBOROUGH KEYS ACADEMIES TRUST
GENERIC JOB DESCRIPTION

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post: **Unqualified Teacher to provide Cover**

Accountable to: **Cover Manager**

Date reviewed: **September 2018**

The following job description refers to the main duties and accountabilities of a Cover Teacher.

Purpose of the Job:-

To provide high quality cover lessons to allocated classes and students.

In respect of these duties the Unqualified Teacher is accountable to and supported by the Cover Manager.

The Main Accountabilities are:-

Teaching and Learning

- To teach assigned classes as appropriate.
- To develop appropriate teaching methods, liaising with class teachers where appropriate, which take into account each student's individual needs and additional materials if these are required due to staff absence.
- To treat all students fairly, with equality of regard for gender, religion, culture and social context.
- To employ a variety of motivating and stimulating approaches to student learning. To respond to student questions in class to help maintain progress throughout each lesson.
- To deliver lessons carefully, taking into account the need for differentiation and relevant schemes of work.
- When appropriate, to mark work in the class to record achievement and progress and feed this back to the class teacher.
- To contribute to the teaching of whole school developments e.g. ICT, Numeracy, Literacy, Work Related Learning and Citizenship/PDE, incorporating them into cover lessons as appropriate.
- To ensure high standards of effort, accuracy and presentation are encouraged in all students.

Behaviour Management

- To apply the correct procedures to ensure good behaviour as outlined in the school's Behaviour for Learning Policy.
- To be in the corridor awaiting the arrival of the students, where possible.
- To ensure that students enter the room and exit quietly and calmly and sit in their allotted place.
- To record student attendance at each lesson in a timely fashion.
- To reward good behaviour and achievement in accordance with the school's Reward Policy.
- To ensure that mutual respect, self-discipline, mature behaviour and good work habits are encouraged.
- To create a classroom environment where all students feel valued.

Monitoring and Assessment

- To use SATs, NFER, 4MATRIX, and ALPS to identify vulnerable students and then use appropriate intervention strategies to improve their attainment and progress during cover lessons. The focus for Pupil Premium students is to close the gap against national figures and within the school.
- When appropriate, to provide opportunities for students to assess, reflect on and improve their performance during cover lessons.

Performance Management

- To maintain an up-to-date knowledge of subject areas, as appropriate, and national educational strategies.
- To undertake relevant professional development to participate in the school's Performance Management scheme, liaising with Cover Manager about appropriate Performance Management objectives and aiming to meet all objectives.

Health, Safety and Resources

- To ensure that the classroom is a well organised learning environment.
- To ensure that classrooms are left tidy at the end of each lesson. To report any damage promptly to the relevant Curriculum Area Leader.

Duties

- To contribute and co-operate as a member of the Cover Team in the creation of shared resources, attendance at meetings, etc.

- To carry out two supervisory duties each week ensuring that the duty is covered in times of absence.

- To support the role of Personal Tutors (please refer to your Personal Tutor job description) as required and work alongside your assigned House.

Collaborative Work

- To support collaborative partner work with schools, colleges, universities and businesses, where appropriate.

- To maintain a good relationship with all stakeholders in the community.

- To show a willingness to be involved in extra-curricular activities and whole school initiatives.

- To support the school in its commitment in safeguarding and promoting the welfare of children and young people.

Note
This job description is intended to assist the post holder and others in defining the role. It is intended to be a helpful guideline and does not form any part of a legal contract. It does not replace the "Conditions of Employment of School Teachers" schedule 3 of the Teachers Pay and Conditions Act 1991, which defines a teacher's duties. The description has been drawn up with reference to the Act and attempts to outline the duties and responsibilities which can be reasonably expected by a Headteacher at Jack Hunt School.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

APPOINTMENT OF AN UNQUALIFIED TEACHER TO PROVIDE COVER

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Post

We require an Unqualified Teacher to provide high quality cover lessons to allocated classes and students.

Duties required of a Unqualified Teacher are to administer the work set by the subject teacher and to supervise and monitor students whilst they complete it. In the unlikely event of not being required to cover a class, you may be allocated other duties within the school.

Person Specification

Applicants will be judged against the following criteria:-

- has GCSE English and GCSE Mathematics grade C or equivalent
- has evidence of a broad and successful secondary education.
- has experience in working with secondary age students
- a good communicator
- is committed, caring and reliable.
- has the initiative to make decisions and to deal with incidents as they occur.
- has the ability to take charge.
- has the versatility to deal with all the facets of the job.
- is willing to undertake further training.
- has appropriate personal qualities conducive to the role, including a sense of humour, sensitivity, reliability and the ability to interact socially with students and staff.

Relevant qualifications will, of course be an advantage although the combination of experience and personal qualities are likely to be more important.

Pay and Conditions of Service

The post will be paid on the Unqualified Teachers' Pay Spine (UQT1 – UQT6, £17,208 - £27,215) and terms and conditions outlined in the School Teachers' Pay and Conditions Document and Teachers' Standards shall be applicable.

If you are appointed to a teaching post, it will be on the understanding that you are prepared to undergo an Enhanced DBS check and if necessary, a medical examination.

The school has an appraisal system for its employees.

Application Procedure

To apply you will need to go the Careers Page on our school website www.jackhunt.net/careers and click on the relevant post and then click on apply now button. As part of the application you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed above.

The closing date for the post is **Monday 24 June 2019 at 9.00 am.**

Interviews will be held shortly after the closing date.

Thank you in advance for your application. If you have had no response by Friday 28 June 2019 please assume that on this occasion your application has not been successful. **We are unable to reply to all candidates who apply for positions in the school to inform them that they have not been shortlisted.** However, I hope you will obtain a suitable appointment in the very near future.