



Exmouth  
Community  
College  
Academy Trust

Job Pack

# Cover Coordinator

Permanent

NJC Grade E (SCP 16 to 22)

**Closing Date:** Wednesday 21 February 2024 at 10.00am

**Interview Date:** Thursday 29 February 2024

# Letter from the Headteacher

Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for a committed and passionate colleague to join our community of highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. Having only recently arrived at ECC myself (having been a Headteacher at another large Secondary near Bristol for five years) I have been blown away by the warmth of the welcome that I've had here and I can assure you of the same.



You will be joining the College at a really exciting time, just as we come to the end of a major upgrade of our site and facilities. This includes the 'showpiece' £13 million Elizabeth Lee building, a new Maths block, a new student canteen, other significant refurbishment and the creation of a vast green open area for our students. This will allow us to provide an exciting and very broad educational experience for the next generation of ECC students in inspiring, state of the art facilities.

We are also in the process of looking to join a Multi-Academy Trust. Having spent a great deal of time reviewing our position, we believe that joining a Multi Academy Trust will continue to improve the experience that we provide for our students and the professional opportunities that this will bring our staff.

We have a broad view of education. We actively focus on the quality of our curriculum and in ensuring that our students leave ECC with the very best outcomes that they can from a wide range of subjects. But much more than this, we want to prepare our students for all the opportunities and challenges that life will throw at them. Exposing them to a wide range of experiences and opportunities beyond the classroom will prepare them for the world of work and build the character they need to lead happy, successful and fulfilled lives.

We put the development of staff at the centre of our philosophy, including a unique Assistant Headteacher role with responsibility for our staff and their development. We take it really seriously, and very much subscribe to Richard Branson's mantra to develop our staff well enough so they can leave but treat them well enough so they don't want to.

There is a really strong sense of community at ECC. Through us all working together as staff, families and governors, and pulling together as one community, we will continue the work to build a College that caters brilliantly for its community and prepares our young people for their future.

So if you are looking for a school that is focussed on ensuring consistently great learning experiences for our young people, both in and out of the classroom, investing in your well-being and professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of what we are all about. Whilst we are in the process of finalising our new 'School Vision, it will, I hope, give you a sense of why we are so proud of our students and community.

I recognise that much time and thought goes into preparing an application, which I thank you for in advance. In turn, we will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

With warm wishes

A stylized, handwritten signature in blue ink, appearing to read 'Tom Inman'.

Tom Inman  
Headteacher

# Job Description

<b>Title:</b>	Cover Coordinator
<b>Contract Type:</b>	Permanent
<b>Start Date:</b>	ASAP
<b>Grade:</b>	NJC Grade E (SCP 16 to 22)
<b>Salary:</b>	£18,603 – actual starting salary per annum Annual progression to top of the Grade E (£20,630 actual salary per annum)
<b>Hours:</b>	Monday - Friday 8.20am* – 3.00pm (includes a 25 minute & 35 minute unpaid break daily (20 & 35 minutes on Wednesdays)) 28.42 hours per week x 39 weeks of the year (term time only + 5 non-pupil days) <b><i>Candidate wishing to work fewer than 5 days per week are also invited to apply</i></b>
<b>Reporting to:</b>	Designated Senior Leadership Team Member
<b>Responsibility for:</b>	No line management responsibilities

*\* Every Tuesday and Wednesday, the post holder's start time will be 8.15am, in order to attend a team meeting/all College briefing. The additional time worked will be deducted from the post holders' non-pupil day hours.*

## Purpose of the Job

To work under the guidance of the teaching/senior staff and supervise whole classes during the short-term absence of teachers, ensuring that pupils are engaged in pre-set work, managing pupil behaviour and ensuring a safe environment.

We are particularly keen to receive applications from individuals interested in covering PE/sport/practical lessons, when absences in these areas arise.

## Key Responsibilities

- Undertake the active supervision of whole classes for absent teachers, recognising and responding to individual pupil needs and providing a nurturing classroom and school environment that helps pupils to develop as learners.
- Follow the instructions left for the organisation of the lesson.
- Deploy support staff for SEND students effectively.
- Establish/maintain discipline and good order in the classroom and College.
- Follow College policy for praise, rewards and behaviour management.
- Ensure work set is completed to a satisfactory standard.
- Collect and return work set.
- Give written and / or verbal feedback concerning the lessons using the cover lesson form.
- Assist with the organisation of cover work where necessary.

- Establish productive working relationships with pupils, acting as a role model and setting high expectations for behaviour.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Attend Staff Briefing and Team Meetings as required.
- Attend Training Days if relevant to role and under the direction of Line Manager.
- Any other duties commensurate with the grading of the post.

There may be periods when the post holder is not required to cover lessons. At such times, the Relief Timetabler will direct the post holder to undertake other support activities which may include, but is not limited to:

- Undertaking administrative tasks
- Supporting identified SEND pupils in lessons
- Assisting pastoral teams

There may also be occasions when the post holder is asked to accompany members of the teaching staff and students on educational visits.

## **Working Conditions**

- Normal classroom/office environment.
- Exposure to weather conditions when moving between lessons and crossing sites.

## **Physical Demands**

- Involves walking, standing and actively instructing students throughout the day.
- No physical force is required on a day to day basis.

# Person Specification

Attributes	Essential	Desirable	Method
Qualifications			
GCSE English and Maths at Grade 6 (B) / Level 2 qualification or above, or equivalent training / experience	✓		Application, Certificates.
A Levels / Level 3 qualification or equivalent training / experience		✓	
Evidence of relevant Continuing Professional Development		✓	
Experience			
Experience of leading or supervising the work of teams or individuals	✓		Application, Interview, Assessment/ Observation, Reference.
Experience coaching or teaching sport/PE		✓	
Working with children of relevant age in a learning environment	✓		
Skills and Knowledge			
Capacity to take responsibility, use initiative, work independently and demonstrate a proactive approach	✓		Application, Interview, Assessment/ Observation, Reference.
Ability to work actively, productively and flexibly as part of a team	✓		
Good organisational skills and accuracy	✓		
Confident user of ICT, including Microsoft Office packages	✓		
Excellent written skills and ability to communicate clearly with people at all levels in a professional and sensitive manner	✓		
Awareness and understanding of data protection and confidentiality	✓		
Set high expectations which inspire, motivate and challenge students	✓		
Use of SIMs or willingness to learn		✓	
Knowledge of College policies and procedures		✓	
Understanding of classroom roles and responsibilities	✓		
Ability to manage behaviour effectively, to ensure a good and safe environment	✓		
Recent knowledge of GCSE structure		✓	
Good working knowledge and understanding of the child development and learning process and in particular, barriers to learning		✓	
Personal Qualities			
Ability to relate well to children, young people and adults	✓		Application, Interview, Assessment/ Observation, Reference.
Proactively generate positive working relationships	✓		
Adaptable, flexible and creative	✓		
Enthusiastic and motivated	✓		
Problem solver	✓		

## Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

## Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.

All shortlisted candidates will be required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance (see: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering guide)). Therefore, if your application is shortlisted, and if you have received a conviction or caution which would not be filtered in line with current guidance, you must provide details on the Self Declaration form which will be provided to you.

This involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

## To Apply

Please complete the Non-Teaching application form available from the College website. Your completed application form should be submitted before 10am on the closing date.

Early applications are encouraged. Exmouth Community College reserves the right to interview and appoint prior to the closing date of the advertisement, should the College be able to identify an appropriate candidate.

Email to: [recruitment@exmouthcollege.devon.sch.uk](mailto:recruitment@exmouthcollege.devon.sch.uk)

Or post to: Human Resources, Exmouth Community College, Gipsy Lane, Exmouth, Devon, EX8 3AF

## Equated Pay Adjustment

This is for non-teaching term time only employees.

When leaving the College's employment or changing to a new role within the College, an adjustment will be made depending on whether or not the service of the employee included more or less time off during school holidays, to the proportion of time they worked. This will compare the hours worked to the hours paid and make the required payment/deduction.

## Questions?

For further information about this post please contact Amanda Day:

Email: [amanda.day@exmouthcollege.devon.sch.uk](mailto:amanda.day@exmouthcollege.devon.sch.uk) Phone: 01395 255687