



# Casual Cover Teacher Candidate Information

April 2022



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Empowering lives  
through learning



# CHELTENHAM BOURNSIDE SCHOOL



## Welcome to Bournside

### People are at the heart of Bournside.

Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious,** and **Supportive**. These are our values and whilst you'll see them written on our website and on our corridor walls, where you'll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It's not at all unusual for several generations from the same family to have been part of Bournside School. We've been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Lisa Cullen, Cover Manager [lmc@bournside.gloucs.sch.uk](mailto:lmc@bournside.gloucs.sch.uk). I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 9am 30<sup>th</sup> June 2022.

I look forward to receiving your application to join us in **empowering lives through learning**.

**Steve Jefferies**  
Headteacher



## Casual Cover Teacher

**Start date: Immediately**  
**Salary: £21.84 per hour**  
**Casual Contract**

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint casual cover teachers to provide lesson cover for short or long term planned and unplanned absences and provide classroom support for students.



Empowering lives through learning

**Applications by:**  
**9am 30<sup>th</sup> June 2022**

We are looking for qualified and experience teachers to join our committed and experienced cover team. We do not have a fixed number of appointments that we are seeking to make for this role. You will be employed and paid directly by the school.

Lisa Cullen, Cover Manager, oversees the provision of cover in the school.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

### **Application pack:**

[www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/)

**Warden Hill Road, Cheltenham, GL51 3EF | [hr@bournside.gloucs.sch.uk](mailto:hr@bournside.gloucs.sch.uk) | 01242 235555**



## Job Description

### Causal Cover Teacher

**Post title:** Casual Cover Teacher

**Responsible to:** Cover Manager

**Working days and hour:** Hours for each assignment of work will usually be carried out on Monday's to Friday's between 8:30am to 3:15pm

**Contract Type:** Casual Contract

**Salary:** £21.84 per hour

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees

### Purpose

We aim for every student to develop the knowledge, skills, and self-confidence to become the best they can be. We do this by being open, energetic, outgoing, friendly, safe, supportive, healthy, professional, and self-aware.

### Short term cover duties

#### Part 1: Academic

1. Set high expectations which inspire, motivate, and challenge students
  - Establish a safe and stimulating environment for students, rooted in mutual respect
  - Set goals that stretch and challenge students of all backgrounds, abilities and dispositions
  - Demonstrate consistently the positive attitudes, values and behaviour which are expected of students.
2. Promote good progress and outcomes by students
  - Be accountable for students' attainment, progress and outcomes
  - Analyse students' data and exam performance to inform planning and intervention
  - Plan teaching to build on students' capabilities and prior knowledge
  - Guide students to reflect on the progress they have made and their emerging needs
  - Demonstrate knowledge and understanding of how students learn and how this impacts on teaching
  - Encourage students to take a responsible and conscientious attitude to their own work and study.
3. Demonstrate good subject and curriculum knowledge
  - Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.
4. Plan and teach well-structured lessons
  - Promote a love of learning and children's intellectual curiosity
5. Adapt teaching to respond to the strengths and needs of all students

- Differentiate appropriately, using approaches which enable students to be taught effectively
- Have a secure understanding of how a range of factors can inhibit students' ability to learn, and how best to overcome these
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support students' education at different stages of development
- Have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

#### 6. Manage behaviour effectively to ensure a good and safe learning environment

- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's Behaviour Policy
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using positive redirection, using the Ladder of Consequences and rewards consistently and fairly
- Register students every lesson within the first 10 minutes, ensure that they arrive punctually to lessons, that they are following the school's uniform policy and are equipped to learn
- Manage classes effectively, using approaches which are appropriate to students' needs to engage and motivate them
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.

#### 7. Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school including extra-curricular as appropriate
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Deploy Teaching Assistants effectively as a second adult in the classroom
- Take responsibility for improving learning and teaching through appropriate professional development, responding to advice and feedback from colleagues
- Comply with the Performance Development Policy
- Keep up to date and comply with all school policies and procedures

#### 8. Visible consistency

- Stand outside the entry point to the classroom, welcoming students into your learning environment
- Begin each lesson with an activity that students can self-start and in which they can readily engage
- Check uniform at the start and end of every lesson.

### **Part 2: Pastoral**

- Cover a Form Tutor to an assigned group of students
- Promote the general progress and wellbeing of individual students and of the Tutor Group as a whole
- Liaise with Heads of House in relation to pupil conduct and behaviour
- Register students, ensure that they arrive punctually to school, that they are following the school's uniform policy and have with them the appropriate equipment to learn

- Challenge poor attendance and punctuality in accordance with the Attendance Policy
- Reward good attendance and punctuality in accordance with the Attendance Policy
- Accompany students to assemblies and remain with them
- Monitor ClassCharts on a daily basis and discuss issues with students, reinforcing the praise.
- Consistently apply the Ladder of Consequences through applying the school's sanctions and rewards system, keeping up to date records of incidents involving students
- Alert the appropriate staff to problems experienced by students and participate in the process of resolving these
- Deliver the tutorial programme in line with the agreed plan and as directed by the relevant Head of House
- Set a good example in terms of dress, punctuality and attendance.

### **Part 3: Personal and professional conduct**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour within and outside school by:

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions and adhering to the school's Health and Safety Policy and Child Protection and Safeguarding Policy
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

Any teacher who leads or is a supporting member for a trip or visit, should abide by the school's code of conduct for school trips and visits.

## **Long term cover duties**

### **Part 1: Academic**

1. Demonstrate good subject and curriculum knowledge
  - Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain students' interest in the subject, and address misunderstandings
  - Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
2. Plan and teach well-structured lessons
  - Impart knowledge and develop understanding through effective use of lesson time
  - Set homework according to the school timetable and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired
  - Reflect systematically on the effectiveness of lessons and approaches to teaching
  - Contribute to the design and provision of an engaging curriculum for relevant subject(s).
3. Make accurate and productive use of assessment

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- Make use of formative and summative assessment to secure students' progress and use this to inform parents according to the school's reporting procedures
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Give students regular feedback, both orally and through accurate marking within the agreed time, and encourage students to respond to the feedback
- Follow the School's Assessment and Feedback Policy.

#### 4. Fulfil wider professional responsibilities

- Communicate effectively with parents regarding students' achievements and wellbeing
- Act in accordance with relevant examination board guidance
- Attend weekly staff briefings, scheduled staff meetings, PTCs, open evenings and other professional meetings according to the school's published annual calendar.

#### 5. Visible consistency

- Plan all lessons around a key question(s) which is shared with all students

### **Part 2: Pastoral**

- Be a Form Tutor to an assigned group of students
- Monitor the academic and pastoral progress of students, intervening when appropriate following reporting windows
- Communicate, as the first point of contact, with parents of students over issues related to student progress and behaviour, including participation in the school's reporting process

### **Other duties and responsibilities**

The postholder may also be required to carry out other duties that the Headteacher may reasonably request.

### **Special conditions**

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. 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 themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



## Person Specification

### Casual Cover Teacher

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS)</li> <li>• Degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• 2:1 or better</li> </ul>
Experience, understanding, and knowledge	<ul style="list-style-type: none"> <li>• A passion for teaching</li> <li>• A strong academic background</li> <li>• An excellent classroom practitioner</li> <li>• A commitment to professional development</li> <li>• A commitment to safeguarding and the welfare of students</li> </ul>	<ul style="list-style-type: none"> <li>• Experience teaching</li> <li>• The ability to use ICT to enhance learning and aid teaching</li> <li>• For long term cover, to have good knowledge of the National Curriculum in a subject</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Good communication skills, oral and written</li> <li>• The ability to work well as part of a team, and to build trust and openness</li> <li>• Discretion, courtesy, honesty and integrity</li> <li>• Reliability, punctuality, diligence and good organisation</li> <li>• Attention to detail</li> <li>• Self-motivated and enthusiastic</li> <li>• Ability to work independently</li> <li>• Passionate about education and young people</li> <li>• Evidence of commitment to professional development</li> </ul>	



## Settling in at Bournside

We will fully support you with your transition to Bournside including your induction, to support you in understanding and coping with your new role.

### Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Behaviour Code including rewards and sanctions
- Covering/being a tutor including assemblies
- Use of electronic registration and laptops
- Procedures in the Sixth Form
- School Leadership Structure – who to see for what
- School communication and meeting systems
- Inclusion Support and SEN
- ICT
- Health and safety procedures
- Educational visit procedures
- Our school Library.





## Employee Benefits

### Teaching Staff

#### General

- Provision of all necessary IT equipment.

#### Lifestyle and wellbeing

- Attractive salary and pension
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Café is open between 8:80am and 1:30pm every day.

#### Statutory and other benefits

- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



# Our Values

## We are...

### **PURPOSEFUL**

We persevere to achieve our goals and aspirations

### **PROUD**

We celebrate everyone's effort and achievements

### **RESPECTFUL**

We care about each other and believe in equality and kindness

### **CURIOUS**

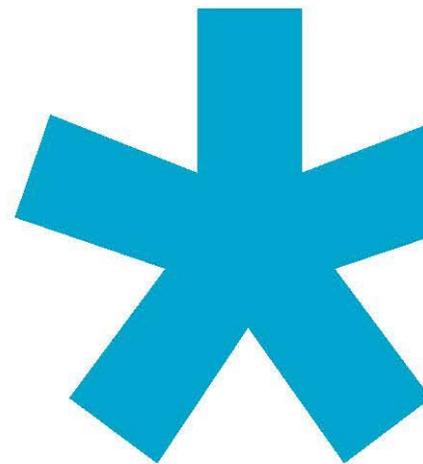
We have enquiring minds and are not afraid of challenge

### **SUPPORTIVE**

We make a positive difference to each other's lives

### **AMBITIOUS**

We aim for the very best in all we do



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