



# CASUAL TEACHER

## RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and four secondary schools located in Coventry, Warwickshire and Leicestershire. We have 6,000 pupils in our schools and nearly 850 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

### **1. Students first**

Teachers and leaders totally focused upon the educational benefit of our students.

### **2. It's about learning**

Students, teachers and leaders focused upon developing and improving their learning.

### **3. No barriers**

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.



# STOKE PARK SCHOOL



Stoke Park School is a thriving school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

*Natalie Rock, Headteacher*

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|----------------------|--|
| <b>JOB TITLE:</b>    | <b>CASUAL TEACHER</b>  |
| <b>OPPORTUNITY:</b>  | <p>This is an exciting time to join The Futures Trust.</p> <p>We are seeking to appoint an outstanding and motivated teacher to join our strong team. Your drive, determination, desire to make a difference, and student focused thinking is more important to us than your experience. We offer an environment where an ambitious, innovative teacher will thrive and progress.</p> <p>You will support our drive to create exceptional experiences and have an aptitude for working with students to overcome barriers to learning.</p> <p>You will have a flexible and supportive approach to work and be a positive role model to pupils.</p> |
| <b>REPORTING TO:</b> | Deputy Headteacher   |
| <b>LOCATION:</b>     | Based at Stoke Park School with a requirement to travel to work at or for schools in the Trust   |
| <b>SALARY/HOURS:</b> | (Salary TBC)   |
| <b>BENEFITS:</b>     | <ul style="list-style-type: none"><li>• Competitive rates of pay</li><li>• Extensive professional development opportunities across the Trust</li><li>• Career pathways across the Trust</li><li>• Teacher/Local Authority Pension Schemes</li><li>• Online retail discount</li><li>• Employee Assistance Programme</li><li>• Family Friendly policies to support family &amp; carer commitments</li><li>• Flexible Working Arrangements</li></ul>  |

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

## JOB DESCRIPTION

### Duties and responsibilities:

To encourage learning which allows students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students

### Educational Responsibility

- To carry out the general duties and responsibilities of a professional school teacher in accordance with the Principal Statement of Employment Particulars and associated documents including the Teachers' Standards and School Teachers' Pay and Conditions Document.
- To implement whole-school, cross-curricular, department and year policies.
- To take part in scheduled meetings with colleagues and parents according to the school's published programme.
- To share in supervisory duties according to the school's published rotas.
- To share in cover for absent colleagues in accordance with the national guidelines and School Teachers' Pay and Conditions of Employment and subsequent statements.
- To participate in whole-school, team and individual arrangements for her/his in-service training and professional development.
- To keep up-to-date with all school information, e.g. the weekly diary and newsletter, the staff handbook, e-mail and information sent via the pigeon-hole daily.

### Academic Curriculum

Under the guidance of the Curriculum Leader and Cross-curricular Teams where appropriate:

- To plan and prepare courses and lessons for the groups assigned.
- To teach all students according to their educational needs. This includes the setting, marking, assessing of classwork, homework, projects, coursework and fieldwork, etc.
- To keep records of students' attendance at every lesson as well as classwork, homework set and completed.
- To review and evaluate work programmes.
- To maintain good order and behaviour according to the school's policies in order to facilitate learning and safeguard the health and safety of students both in school and in any authorised school activity outside school.
- To participate in external examinations arrangements as well as other assessment programmes.
- To communicate with parents concerning students' progress through writing reports and/or profiles, through attending scheduled parents' meetings and, where appropriate by letter or telephone.
- To be responsible for her/his teaching room(s) with regard to good order, health and safety, appearance and display.
- To share in the department's work in curriculum development with regard to courses of study, teaching resources materials and methods used.
- To take part in the school and department's methods of teaching, assessment and profiling records.
- To be responsible for the use of all resources allocated to ensure value for money and no waste. To take responsibility for the supervision and security of rooms and all equipment.
- To take her/his share in the cross-curricular work of the school.
- To share in the responsibilities of the department.

### Tutorial Programme and Responsibilities

Under the guidance of the Learning Manager

- To keep an accurate and up-to-date tutor group register and to follow the school's procedures for dealing with students' lateness and absence.
- To give out information and letters for students to take home, ensuring every student receives one, including any absentees.
- To check students' Planner at least once every week for homework set and for messages from parents.
- To check on students' school uniform (Years 7 – 11).
- To ensure that the tutor group play a full part in School Council activities.
- To accompany the tutor group to assemblies.
- To collate and check the subject profiles for her/his tutor group, to summarise and comment on achievements and behaviour. To discuss the reports with students and with parents at the parent/tutor meetings.
- To ensure that all students have a clear understanding of the 'planning' necessary for a successful learning outcome, including revision programmes.
- To help advise students in KS3 on their KS4 courses. To help advise parents on realistic objectives for their sons/daughters. To help advise students in KS4 and the 6th Form on their further education and future careers.
- To teach the tutor group the tutorial programme. To contribute to the development of materials and method for the programme, and to the monitoring and evaluating of its objectives.
- To know the personal circumstances and learning abilities of each member of the tutor group so as to support and advise each student as she/he progresses through the school.
- To provide information for referring children with special needs and if required personally to take responsibility for liaison with support agencies.
- To ensure the most able students are identified and sufficiently challenged through the mainstream programme and extension activities.

#### **Professional Development:**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of a Casual Teacher are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

## PERSON SPECIFICATION

|                                     | Essential Criteria  | Desirable Criteria | Measured By  |
|-------------------------------------|---|--------------------|--|
| <b>Education and Qualifications</b> | <ul style="list-style-type: none"> <li>• Must have QTS (Qualified Teacher Status)</li> <li>• First degree or Certificate of Education</li> </ul>  |                    | Application Form/<br>Interview                       |
| <b>Skills and Abilities</b>         | <ul style="list-style-type: none"> <li>• Highly competent in all areas of the Teachers' Standards</li> <li>• Excellent communication skills; able to communicate effectively both verbally and in writing with a range of audiences</li> <li>• Highly organised; can prioritise and work well under pressure, meeting deadlines and exercising attention to detail</li> <li>• Able to relate effectively to students, staff and parents</li> <li>• Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>• Able to work collaboratively and effectively as part of a team</li> <li>• Creative, inspiring and innovative both in the classroom and as a colleague; able to explore, develop and successfully implement new ways of working</li> </ul> |                    | Application Form/<br>Interview/Observation           |
| <b>Experience</b>                   | <ul style="list-style-type: none"> <li>• Successful teaching experience within a secondary school</li> <li>• Experience of teaching within a diverse environment</li> <li>• Recent relevant in service training in current educational practice</li> </ul>  |                    | Application form/<br>Interview                       |
| <b>Knowledge and understanding</b>  | <ul style="list-style-type: none"> <li>• Knowledge of how to promote and implement the principles of inclusion.</li> <li>• Understanding of promoting high levels of attainment of all pupils, including those with special educational needs.</li> <li>• Knowledge of initiatives at a national level and their impact on school development</li> </ul>  |                    | Interview<br>Assessment/<br>Interview<br>Observation |

|                           |  |  |                                |
|---------------------------|--|--|--------------------------------|
|                           | <ul style="list-style-type: none"> <li>• Clear understanding of safeguarding and evidence of recent training</li> </ul>  |  |                                |
| <b>Other requirements</b> | <ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers.</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• A commitment to inner city comprehensive education</li> <li>• A commitment to involve parents, governors and the community in the work of the school</li> <li>• An awareness, understanding and commitment to equal opportunities, including an appreciation of and sympathy for the school's multi-faith cultural context</li> </ul> |  | Application Form/<br>Interview |

## HOW TO APPLY

|               |                                      |
|---------------|--------------------------------------|
| CLOSING DATE: | Friday 9 <sup>th</sup> February 2024 |
| INTERVIEWS:   | Friday 9 <sup>th</sup> February 2024 |

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- Stoke Park Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment. The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.