



Cover Supply Teacher Candidate Information

Casual Contract



**CHELTENHAM
BOURNSIDE
SCHOOL**

Inspiring lives
through learning



Welcome to Bournside

People are at the heart of Bournside. Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. 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. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and over 1,800 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. Indeed, in their 2022 report, OFSTED commented on the “strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults.” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that 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 local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

I recommend you contact Human Resources, recruitment@bournside.gloucs.sch.uk before making your application. 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 9:00am on Monday 4th December 2023.

I look forward to receiving your application to join us in [inspiring lives through learning](#).

Steve Jefferies
Headteacher



CHELTENHAM BOURNSIDE SCHOOL

Cover Supply Teacher

Start date: ASAP

Salary: £23.56 per hour
(Qualified)

Contract: Zero hours contract

Cheltenham Bournside School has a fantastic opportunity to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), 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 Cover Supply Teacher. As a supply teacher you would provide cover for absent members of staff. You will be provided with lessons to teach, including the provision of resources although

**Applications by:
4 December 2023**

you need to be flexible enough to provide a lesson should one not be provided (this only happens on rare occasions in emergency situations).

You will work on a 'zero hours' contract basis where you are under no obligation to accept work if it is offered.

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/



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Warden Hill Road, Cheltenham, GL51 3EF | hr@bournside.gloucs.sch.uk | 01242 235555



Job Description

Cover Supply Teacher

Post title: Cover Supply Teacher

Responsible to: Headteacher through the Cover Manager

Working hours: As needed/required by the school. There is not commitment from the school to offer a minimum number of hours per annum.

Contract type: Zero Hours Contract

Salary: £23.56 per hour

Purpose:

- To provide lesson cover for short-term or long-term teacher absence.
- To provide classroom support for students

Duties:

- To supervise students during the short-term absence of a member of the teaching staff.
- To take an accurate register of students for each lesson
- To introduce the work set by the absent teacher, or by the Head of Department, and ensure that it is completed in an acceptable environment
- To guide and support students during the completion of work
- To manage student behaviour so that the class is orderly and on task
- To operate and enforce school systems of praise, discipline and daily organisation
- To undertake relevant training as required

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.

Cheltenham Bournside 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.



Person Specification

Cover Supply 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"> Qualified Teacher Status | |
| Experience, understanding, and knowledge | <ul style="list-style-type: none"> Experience in working in a secondary school A passion for teaching A strong academic background and subject knowledge An excellent classroom practitioner An understanding of the needs of pupils across the ability range A teacher who can inspire and enthuse pupils and who uses a range of teaching and learning strategies for effective delivery An understanding of how to assess pupil progress An awareness of ways to raise pupil attainment A commitment to safeguarding and the welfare of students | <ul style="list-style-type: none"> Good knowledge of the National Curriculum The ability to use ICT to enhance learning and aid teaching |
| Personal qualities | <ul style="list-style-type: none"> Good communication skills, oral and written The ability to work well as part of a team, and to build trust and openness Discretion, courtesy, honesty and integrity Reliability, punctuality, diligence and good organisation Attention to detail Self-motivated and enthusiastic Ability to work independently Passionate about education and young people | |



Settling in at Bournside

We will fully support you with your transition to Bournside. The Deputy Headteacher, oversees the provision for new staff, including your induction during the first year of teaching with us to support you in understanding and coping with your new role.

Induction day

You will be invited to an induction day in the term prior to joining us. 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
- Being a tutor including assemblies
- Use of electronic registration and laptops
- Procedures in the Sixth Form
- School Leadership Structure – who to see for what
- Duties
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- Inclusion Support and SEN
- ICT
- Health and safety procedures
- Educational visit procedures
- Our school Library.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

We are forward-thinking in our approach to Continuing Professional Development (CPD) and pride ourselves on the opportunities we offer to support your progression. Whether you join us as a member of teaching or support staff, we invest in your career through whole staff training, sharing best practice, peer observation, personal and departmental development time, focused workshops, external courses, and performance management and review.

We are delighted to have been awarded the Gold Award for Professional Development from the Teacher Development Trust (TDT) in recognition of our CPD provision for teaching and support staff.

The auditor praised the consideration of the needs of all colleagues is a real strength here, in particular considering how best to support the CPD needs of part-time staff and flexible working, showing a real understanding of the impact that a supportive working environment can have on teacher wellbeing and outcomes for students.

We are...

AMBITIOUS

We aim for the very best in all we do

CURIOUS

We have enquiring minds and are not afraid of challenge

PROUD

We celebrate everyone's effort and achievements

PURPOSEFUL

We persevere to achieve our goals and aspirations

RESPECTFUL

We care about each other and believe in equality and kindness

SUPPORTIVE

We make a positive difference to each other's lives



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