



# Co-op Academy Stoke-on-Trent

Cover Teacher  
Required for Immediate Start

Short Term Contract (1 term)

MPS/UPS

Dear Applicant,

I am delighted that you are interested in this role. This is an exciting opportunity to join a good academy that aspires to be great. We have an unapologetically straightforward approach to what we do: we want to give the young people who come here an exceptional education; life-enriching experiences; and the best support to become the very best versions of themselves.

At the heart of that is making sure we recruit, develop and retain really exceptional teachers. The successful candidate will join one of the city's most successful schools. Our results have improved year-on-year; there is a commitment to professional collaboration; and the work of all our subject teams is underpinned by a clear moral purpose.

As a Coop Academy, we are guided by the organisation's core values. One of those values is 'do what matters most.' This value underpins our attitude to workload. We can offer prospective teachers an opportunity to work in an Academy that is serious about eradicating workload that has no impact on the things that really matter. Furthermore, we believe that by doing that we can focus on supporting our teachers to have the time to develop and grow as professionals so that they can be the very best. We have a really common sense approach to teaching, learning and assessment: it is based on evidence of what works and we do not engage with fads or gimmicks. We invest our time in being really effective at the things that mean our children can develop an expert knowledge of the subjects that they study and achieve outstanding outcomes.

What are we looking for? First and foremost, someone who wants to work with young people to make sure that they receive the very best learning experiences. Young people get one chance at their education and we want to make sure that we give them the very best.

I really look forward to receiving your application and would ask that you complete both parts of the application form. Please send a letter of no more than two sides of A4 (Tahoma size 11). Your letter does not need to be overly heavy on philosophy and statements that we will inevitably agree with. Please just tell us about your experience to date and how this gives you confidence that you are the right person for the role.

If you would like to discuss the vacancy further, please contact Miss Kym Hollinshead HR Advisor so that she can organise a mutually convenient time.

The deadline for applications is: Wednesday 2nd April 2025  
Interviews to take place w/b: Monday 7th April

Yours faithfully,



Mr S. Richardson  
Headteacher

# Reasons to teach at Coop Academy Stoke on Trent

1. All teachers have a lower than average teaching allocation
2. Whole Class Feedback not marking
3. No written reports
4. Only 3 data points a year
5. An unbreakable belief that subject specialists know best how to teach their subject
6. No judgemental lesson observations or intrusive quality assurance processes
7. Centralised detentions run by the Year Managers and Headteacher not teachers
8. Virtual Parents' Evenings done at home or the Academy to give flexibility to teachers
9. A positive approach to Performance Management and pay progression
10. Outstanding professional development opportunities

# Cover Teacher

Salary / grade range	Teachers main scale / upper pay scale
Location	Co-op Academy Stoke-on-Trent
Reports to	Deputy Headteacher: Innovation and Improvement

## Purpose of role:

- Implement and deliver an appropriately broad, balanced, relevant and scaffolded curriculum for students and to support a designated curriculum area as appropriate.
- Monitor and support the overall progress and development of students as a teacher and tutor.
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Contribute to raising standards of student attainment.
- Share and support the Academy's responsibility to provide and monitor opportunities for academic and personal growth

## Key accountabilities (and specific duties / responsibilities):

*To undertake an appropriate programme of teaching in accordance with the duties of a standard main scale teacher, at all times meeting the 'teaching standards'*

- To teach students according to their educational needs, including the setting and marking of work carried out by the student in the Academy and elsewhere.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching and learning experience of students.
- To incorporate independent learning and spiritual, moral, social and cultural education into the learning experience of the students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students; which meets both internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to the student's needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal feedback and diagnostic feedback as required.

### Operational/ Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
- To contribute to the Faculty and Department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To assist the Head of Department to ensure that the curriculum area provides a range of teaching; which complements the Academy's strategic objectives.
- To contribute to the Academy's planning activities.

### Quality Assurance:

- To help to implement Academy quality assurance procedures and to adhere to them.
- To contribute to the process of monitoring and evaluation of the curriculum area(s)/department(s) in line with the agreed Academy procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and schemes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

### Management of Information:

- To maintain appropriate records and to provide relevant accurate and up to date information for MIS, registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

### Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the Academy.
- To follow agreed policies for communications in the Academy.

### Marketing and Liaison:

- To take part in marketing and liaison activities such as Open evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

### Management of Resources:

- To contribute to the process of ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, the department and the students.

### Pastoral System:

- Follow the guidelines set out in the Academy's safeguarding policy in order to safeguard all students.
- To be a tutor to an assigned group of students.

- To promote the general progress and well-being of individual students and of the Community Group as a whole.
- To liaise with a Head of Year and Head of House to ensure the implementation of the Academy's pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance and their participation in other aspects of Academy life.
- To evaluate and monitor the progress of students and keep up to date student records as may be required.
- To contribute to the preparation of Action Plans and Progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and Citizenship and Enterprise according to Academy policy.
- To support the Academy in meeting its legal requirements for worship.
- To apply the behaviour management systems so that effective learning can take place.

## Person Specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• University graduate</li> <li>• Postgraduate teaching qualification (or equivalent)</li> <li>• Qualified Teacher Status or training to gain QTS.</li> </ul>		<p>A A A</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of current teaching and learning developments.</li> <li>• Understanding of the latest teaching and learning in the area of expertise.</li> <li>• Ability to plan and resource medium and long-term schemes of work.</li> <li>• Experience of delivering subject to both Key Stages Three and Four.</li> </ul>		<p>AI AI AI AI</p>
<p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"> <li>• Evidence of impact on student achievement.</li> <li>• Ability to track, monitor and intervene with a class of students.</li> <li>• Motivate and inspire staff and students.</li> <li>• Analyse and interpret student data.</li> <li>• Excellent verbal and written communication skills and able to communicate effectively with a range of stakeholders.</li> </ul>		<p>I I I I I</p>

Personal attributes required (based on job description):

Personal Qualities		
<ul style="list-style-type: none"> <li>● Must be committed to the safeguarding of all students.</li> <li>● Resilient.</li> <li>● Able to work under pressure and a determination to succeed</li> <li>● Passionate about teaching and learning.</li> <li>● Willingness to learn and develop new skills.</li> <li>● A commitment to excellence.</li> <li>● Ambition for further development and promotion</li> <li>● Able to demonstrate a commitment to the behaviours and values of the co-operative movement.</li> </ul>		<p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p>

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.