



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential

Cover Teacher

Recruitment Pack

Minchinhampton Academy





Dear Applicant,

Thank you for your interest in the post of cover teacher.

Minchinhampton Academy is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website - www.minchacademy.net - and the Trust website - www.dgat.org.uk - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is 05th May 2025. Interviews are scheduled to take place TBA.

To submit your application please email the completed form to admin@minch.dgat.org.uk before the closing date.

Yours faithfully

N. Moss

Nick Moss

Head Teacher



The Diocese of Gloucester Academies Trust seek to appoint a

Cover Teacher

The governing body is looking to recruit a teacher to cover Year 5/6 classes. This post is offered on a fixed term basis until August 2026, with the possibility of the contract being extended after this term. Candidates need to be passionate about teaching and learning with an uncompromising, relentless commitment to getting the best out of all the pupils.

This is a part-time post of 0.4 FTE (2 days a week) or 2 x 0.2 (one day a week) teachers. The starting salary will be discussed with candidate, main scale depending on skill set.

Further details and an application form can be downloaded from the vacancy area of our website www.minchacademy.net. If you would like an informal conversation about the role, please contact Nick Moss on 01453 883273 or email admin@minch.dgat.org.uk.

Closing date for applications is 5pm on 5th May 2025.

Other information that might help you decide if this is the role for you

Employee benefits:	<p>Free and confidential employee assistance programme available 24/7</p> <p>High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: https://www.dgat.org.uk/cpdl-and-events</p> <p>A range of clear and supportive policies.</p> <p>An annual wellbeing survey and access to an online wellbeing toolkit.</p>
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Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.

Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance



Job Description

Job Title: Teacher Cover Teacher

Responsible to: Nick Moss

Line Management: Nick Moss

Contract Type: Fixed Term

This document should be read in conjunction with the School Teacher's Pay and Conditions Document 1997.

JOB PURPOSE

To undertake the teaching of general subjects to the class and pastoral and administrative duties in respect of pupils in this class as well as the responsibilities in school as agreed with the Head Teacher.

KEY TASKS:

To teach general subjects as agreed with the Head Teacher to the class and participate in the development of schemes of work, materials and syllabuses for such subjects, attending meetings on such matters as necessary.

To control and oversee the use and storage of books, stationery and other teaching materials related to his/her teaching, ensuring that any Health and Safety Regulations are observed.

To carry out the duties of a class teacher in respect of pupils to include:

- The maintenance of discipline and acceptable standards of conduct and appearance of pupils.
- The establishment of a rapport with pupils to develop their social and academic potential and to be a main source of reference for their problems.
- The marking of registers, ensuring absences and lateness are accounted for, taking appropriate action where they are not.
- The compilation of reports and profiles on pupils as required.
- The undertaking of any other administrative duties in respect of his/her class as required by the Head Teacher.
- The setting and marking of homework for pupils, where appropriate and playing a part in assemblies as required.
- To supervise the work of any classroom assistant appropriate to his/her class.
- To carry out supervision of pupils as detailed by the Head Teacher.
- To participate as required in meetings with colleagues, other professionals and parent
- in respect of the duties and responsibilities of the post.
- To keep abreast of trends and developments in education, especially those relevant to the duties and responsibilities of the post.

The duties and responsibilities of the post are subject to those detailed in the National Statement of Conditions of Employment and will count as directed time as detailed in that statement, and as defined by the Head Teacher.

This job description does define in detail all duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the postholder.

PERSON SPECIFICATION

The Governors wish to appoint an enthusiastic, committed and talented individual. The successful candidate will need to demonstrate that they can offer the attributes listed below:

Essential

Applicants must be able to satisfy the Governors that they will bring to the school:

- High quality teaching in an exciting and stimulating environment.
- A commitment to the highest standards of both work and behaviour.
- The ability to captivate and motivate the children with their enthusiasm.
- An understanding of, and commitment to, school improvement.
- The potential and ambition to grow into a leadership role.
- Good ICT skills.
- The ability to work as part of a strong and united team.
- A sense of humour.
- A commitment to the Christian ethos of the school.
- A willingness to support extra-curricular activities.
- The desire to develop strong links with the wider community