



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



We're Hiring

Recruitment Booklet

Teacher of Basic Skills

COCKBURN SCHOOL

Specialist status in the Performing Arts



Learning for Life

COCKBURN
JOHN CHARLES ACADEMY



Learning for Life

COCKBURN
LAURENCE CALVERT ACADEMY



Learning for Life



COCKBURN
INGRAM ROAD ACADEMY



Learning for Life

FOOTSTEPS
to success



MIDDLETON
PRIMARY SCHOOL



COCKBURN
REACH ACADEMY



Learning for Life

 **MINDFUL
EMPLOYER**



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

Job Description

Post: Teacher of Basic Skills (Maths Specialism)
Required: September 2026
Pay scale and salary: MPS/UPS
Contract Type: Fixed Term until 31/07/2027
Hours of work: Full Time

Accountable to: Footsteps Centre Manager

Purpose of Role:

- Ensure learning support is available for KS3/4 students in Cockburn and partner schools at risk of suspension at an off-site provision focusing on a core curriculum
- Help devise systems and procedures for the identification and referral of students at risk
- Devise and monitor an appropriate programme to support students in the partnership, so they continue to make progress in English, Maths & Science
- Support the integration for students at risk, including the use of external agencies, reducing the number of suspensions and permanent exclusions and increase the opportunities for targeted students to achieve through the mainstream curriculum
- Ensure that students at risk of exclusion/social exclusion are supported and that their learning is thereby improved
- Develop effective links with parents/carers and offer support and feedback
- Build support systems and coping strategies for students
- Ensure all referred students are safe, healthy, happy and achieving
- Develop links with other partners and agencies to support the students
- monitor an appropriate short-term programme to support the students in partnership with schools
- Provide an alternative to suspension that will offer continued access to a high-quality alternative curriculum combined with direct intervention for students who present challenging behaviour
- Deputise in the absence of the manager

Main Duties:

- Carry out the duties of a School Teacher, as set out in the current School Teachers' Pay and Conditions document
- Promote the Vision, Values and Expectations of the provision
- Secure high quality student outcomes
- Have experience of teaching either Mathematics, English or Science to KS4 – ideally with a Mathematics specialism
- Maintain good standards of planning, preparation and assessment

- Ensure that personal standards of teaching are consistently high
- Play a full and active role within the subject area of Maths
- Comply with all whole school policies and procedures

Curriculum provision and development

- Contribute to curriculum development within the provision
- Produce schemes of work
- Keep up to date with developments in the subjects (including research/inspection findings); classroom management and pedagogy to encourage good practice
- Liaise with the school links regarding curriculum links with relevant examination and validating bodies.

Raising standards

- Make full use of assessment data to produce personal student targets and ensure these are reviewed on a regular basis
- Contribute to the programme of enrichment activities (e.g. booster classes; visits; special events)
- Contribute to the establishment of common standards of good practice and to the development of effective teaching and learning within the subject area
- Comply with the partner school's assessment and reporting procedure

Communications

- Represent the provision within school as agreed with the Manager/Co-Ordinator
- Ensure reports to parent/carers and partner schools are produced to a high standard and meet the agreed timescales
- Ensure effective communication as appropriate with parents/carers and relevant external bodies

Promotion

- Contribute to Footsteps and schools' promotional activities and events
- Contribute to the development of effective subject links with partner schools and the wider community

Management of resources

- Manage the physical resources within the designated area, as agreed with the Manager/Co-Ordinator

Pastoral responsibilities

- Act as a Mentor and carry out the duties associated with the role including supporting the schools in meeting their legal requirements for collective worship

Health and Safety

- Carry out your duties with full regard to the school's Health and Safety procedures

Any other duties and responsibilities

- All the above duties and responsibilities to be carried out in accordance with Cockburn Multi-Academy Trust Policies, Academies Financial Handbook and current legislation with an emphasis on Safeguarding, Customer Care, Equal Opportunities including preventing sexual harassment, Data Protection and Health and Safety
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
- Be aware of and support differences ensuring fairness and equal opportunities for all
- Contribute to the overall vision and values of the Trust
- Enable and support the role of other professionals
- Work collaboratively and effectively as part of a team
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and professional development as required
- Flexible and to work at different sites as required

The duties and responsibilities highlighted in the job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

NOTES

A The above responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Documents.

B This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the postholder must use Directed Time.

C This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time.

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

QUALIFICATIONS	Essential	Desirable	MOA
Qualified Teacher Status (or currently an ITT/GTP trainee)	*		A/Q
Degree in a relevant subject	*		A/Q
Commitment to continuing professional development, working towards expectations in the Teacher Standards Framework	*		A/Q
Additional qualifications or training in SEMH, SEND or alternative provision teaching		*	A/Q
KNOWLEDGE/SKILLS	Essential	Desirable	MOA
A good understanding of KS3/KS4 curriculum in English, Maths or Science	*		A/Q/R/S
Understanding of effective teaching, learning and behaviour strategies	*		A/R/S
Proven ability as an excellent classroom practitioner	*		A/R/S
Knowledge and experience of intervention strategies and behaviour management	*		A/R/S
Knowledge and skills to safeguard the welfare of children and young people	*		A/R/S
Ability to develop and adapt curriculum planning to support individual needs	*		A/R/S
Ability to self-evaluate learning needs and actively seek learning opportunities	*		A/R/S
Knowledge of reintegration strategies into mainstream settings		*	A/R/S
Experience of using assessment data to monitor and improve student outcomes	*		A/R/S
Knowledge of current developments in SEMH and inclusive education		*	A/R/S
EXPERIENCE	ESSENTIAL	DESIRABLE	MOA
Effective, recent and relevant teaching experience at KS3/KS4	*		A/R/S

Experience of working with students with SEMH needs or in alternative provision	*		A/R/S
Experience in pastoral or mentoring roles	*		A/R/S
Contribution to development beyond the classroom (e.g. clubs, enrichment)		*	A/R/S
Liaising with parents/carers and external agencies	*		A/R/S
PERSONAL QUALITIES	Essential	Desirable	MOA
A passion for inclusion and making a difference in young people’s lives	*		A/R/S
Excellent and confident communicator	*		A/R/S
Effective team member who can also work independently	*		A/R/S
Drive, determination and ambition to support vulnerable learners	*		A/R/S
Energy, enthusiasm and a sense of humour	*		A/R/S
Ability to motivate and engage challenging learners	*		A/R/S
Emotional resilience and a positive attitude toward difficult situations	*		A/R/S
Willingness to contribute to the wider life of the provision and its values	*		A/R/S
Commitment to safeguarding and upholding the ethos of the partnership	*		A/R/S
The postholder must have a command of spoken English sufficient for effective performance, including confidence, accuracy and the ability to adapt to audience needs	*		A/R/S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.			
Cockburn MAT is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	

	S =	Selection Process
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COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What qualifications do I need to reach my goal?

GCSEs, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

Our values and ethos

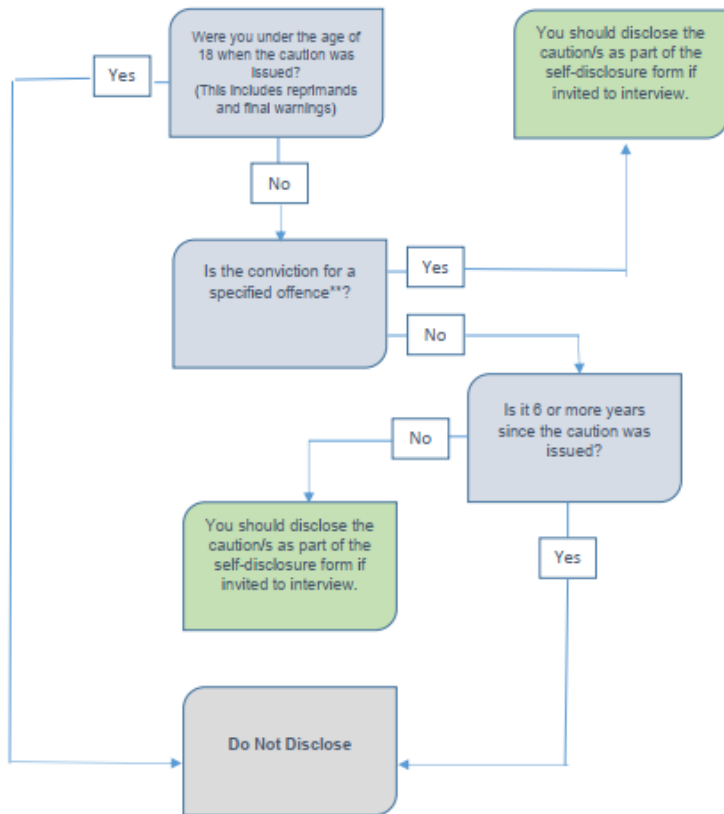
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF



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Disclosure of a Caution
(this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

