

Position of  
**COVER TEACHER**  
**(PRE-PREP or PREP)**  
Yarm Preparatory School,  
North Yorkshire



Co-educational | Day School | Ages 3-11 | IAPS





## COVER TEACHER

We are looking to increase our supply of qualified and suitably experienced cover staff who can support the school's teaching requirements as they are needed.

We welcome applications from specialist practitioners as well as those with class teacher experience.

This post is suited to qualified practitioners who hold a recognised teaching qualification and have a successful track record in EYFS and or primary education.

## THE POST

Cover staff are directly responsible to the Head of the Preparatory School and are managed on a day to day basis by members of the Prep Management Team.

The Job Description below gives a broad indication of the responsibilities a Cover Teacher would be expected to fulfil.

Cover teachers are expected to demonstrate excellent classroom practice in the subjects they teach, support the extra-curricular life of the school where required and demonstrate a commitment to the ethos and aims of Yarm School.

All cover teachers will have access to planned lessons, support from Prep colleagues and our staff induction programme alongside Professional Learning opportunities.

This Job Description is not exhaustive and a Cover Teacher should be prepared to be flexible in order to best meet the needs of the pupils and the School.

## THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18.

There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium.

The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally



delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.

## **JOB DESCRIPTION**

- Work closely with year group colleagues to deliver the curriculum.
- Demonstrate confident subject knowledge.
- Deliver lessons that are suitably differentiated and appropriate to all members of the class.
- Teach to the highest standard across all areas of the curriculum.
- Actively promote positive attitudes in the classroom, encouraging respect, tolerance, co-operation, courtesy and self-control at all times.
- Record each child's progress, achievement and effort according to school policies.
- Provide high quality, empowering feedback to pupils regularly in accordance with the school's feedback and marking policy
- Maintain standards, implement the school's policies and procedures and promote the school's ethos.
- Fulfil duties where required including dining hall supervision and playground supervision as required.
- Play a full part in the school's extra-curricular programme if requested to do so, eg running a club or activity session, assisting on trips or at special events.
- Ensure the pastoral care of the children is of the highest standard liaising with the pastoral team, other colleagues.
- Ensure that there is a safe working and learning environment in which risks are properly assessed and minimised (refer to the Staff Handbook and departmental risk assessments).
- Promote the school's reputation through positive and professional conduct.

### **Essential Requirements**

- Excellent classroom practitioner
- Degree in a relevant subject
- Competent IT skills in the classroom
- Excellent team member
- A desire to grow professionally
- An adaptable approach to meet cover requirements, lessons and work across key stages

### **Desirable Requirements /Attributes**

- Evidence of further professional development
- EYFS/KS1/KS2 experience
- Evidence of a breadth of personal interests
- Ability to teach a variety of sports or lead extra-curricular sessions
- Understanding of the ethos of independent education
- D1 category driving licence.

## **BENEFITS OF WORKING AT YARM**

- Friendly working environment with a committed community of staff
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%) eligibility applies
- Dedicated on-site free parking
- Employee Benefits Scheme and Employee Assistance Programme
- Discounted Auditorium tickets for School productions

## **CONTRACTUAL MATTERS**

- The post is open to teachers who have a recognised teaching qualification
- Successful candidates will be expected to be available to start working from March 2024
- The daily full day or half-day salary will be commensurate with the responsibilities of the role and the qualifications and experience of the Cover Teacher.
- Yarm School is committed to safeguarding the welfare of its pupils. This post, like all others in the School, will be subject to an enhanced DBS and other vetting checks including satisfactory references from the previous employer and another appropriate referee. Confirmation of the appointment will be subject to satisfactory completion of a medical questionnaire once the post has been offered.

## CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview will be asked to submit a self-declaration form before attending the interview in which they will answer a number of targeted questions about any criminal history or information that would make them unsuitable to work with children. More information about this can be found at:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is a pupil-facing role and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children, and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

## SAFEGUARDING

Yarm School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to vetting checks including an enhanced DBS check.

Applicants for all vacancies at Yarm School are encouraged to read these policies on our website before applying:

[Safeguarding and Child Protection Policy](#)  
[Vetting and Suitability Policy](#)



## EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

## APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School, which should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted with a covering letter (again, by email) explaining why the candidate and post are mutually suited.

## APPLY

All applications will be considered on receipt therefore early applications are encouraged. **We reserve the right to interview and recruit prior to the closing deadline.** Applications should be e-mailed to the Head of the Preparatory School, Mr Bill Sawyer, as soon as possible. Email: [louise.white@yarmschool.org](mailto:louise.white@yarmschool.org)

**The closing date for applications is Friday, 15th March at 12noon.**

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Please e-mail if you have any difficulties or queries.