

Cover Manager

JOB DESCRIPTION AND PERSON SPECIFICATION

Location

To work at Pakefield High School, Lowestoft

Salary

Scale F

37 hours per week

39 weeks per year (Term time plus one week)

Hours of Work

Monday – Friday

Core Purpose

Under the overall direction and control of the Assistant Head – Teaching and Learning and in accordance with the procedures of the school. To work with staff, Cover Supervisors and Agency staff to manage all aspects of cover and absence requirements on a daily basis.

A secondary role where time allows, to support with first aid and exams.

Reporting Lines

Report to the Deputy Head

Key Responsibilities

- To ensure that all classes have an appropriate teacher, to manage all aspects of teaching cover for sickness, courses, meetings, school trips and visits, to maintain an up-to-date forward diary, and to support all teaching staff in arrangements to facilitate cover for trips, meetings, events. (Includes rooming, timetabling issues and negotiating with staff.)
- To supervise and manage all Cover Supervisors and Supply Staff and to undertake duties associated with the recruitment, selection, induction and continuous CPD of Cover Supervisors.
- To manage all contractual and related arrangements with regard to Supply Agencies including quality and performance issues of

their staff and to deal with the administrative arrangements pertaining to contract management, including negotiations over fees with Cover Agencies.

- To monitor and control supply costs in conjunction with the Head of School by effectively managing the Cover Supervisors and supply staff.
- To manage and record all staff sickness and absence data on a daily basis.
- Ensure Head's PA is appraised of all staff absence information on a daily basis including accurate reasons for absence to ensure compliance with the Absence Management Policy.
- To produce and maintain accurate records for cover periods undertaken by teaching staff for the Head of School and providing reports as required by Head of School/SLT.
- To monitor and action all staff requests for absence
- Monitor standard of cover in lessons.
- Able to cover lessons as required.
- Apply behaviour management policies and strategies so as to contribute to purposeful learning environment.
- Invigilate exams if cover duties are not required.
- To undertake first aid training and be on call when not required to cover lessons.
- To undertake general duties such as scheduling events and any other duties that are within the scope of the post, as determined by the Head of School/SLT
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Other Opportunities

- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Actively participate in whole academy CPD.

- Perform additional duties and tasks required for the effective operation of the academy.

Variations

- As a member of the staff of the school the post holder must respect confidentiality and act at all times in the interests of the good name of the school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.
- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.

- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.

- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	Person Specification
Qualifications	• GCSE's (Including English and Maths) or equivalent • Relevant knowledge required for the role • First Aid Certificate
Experience	• Experience of working in a school or with young people • Have knowledge of Health and Safety regulations/procedures
Knowledge and Technical Skills	• Effective use of ICT and other specialist equipment/resources • Knowledge of school organisational structures and procedures. • Detailed knowledge and appreciation of school timetable and scheduling requirements. • Ability to build good working relationships with teaching staff including persuading them to accept cover responsibilities. • Ability to build good relationships with students. • Accurate and detailed record keeping. • Ability to react instantly to unforeseen cover requirements. • Cool head and even temperament. • Good written and spoken communication skills. • Ability to design, prepare and maintain computer records and timetables. • Administrative and management skills. • Resilience. • Able to lead, develop and motivate a team of staff, delegating duties as required. • Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Managing and monitoring a budget, and providing required reports. • Ability to absorb, understand and disseminate a wide range of information and deal with confidential issues appropriately. • Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment. • Ability to encourage students to learn using pre-set material. • Good communication skills with people at all levels. • Able to organise own workload in the context of varied tasks.
Skills and Personal Attributes	• Excellent keyboard skills • Ability to prioritise effectively • High professional and personal standards in both work and conduct • Strong personal drive and willingness to get things done • Good time management • Openness to learning and change • Effective written and oral communication skills • Good interpersonal skills, including the ability to work as a team member, but also having self-motivation when working independently • Ability to relate well to students and staff
Equal Opportunities	A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity
Safeguarding	A thorough understanding of up-to-date safeguarding requirements and best practice
Other Requirements	• Awareness of Health & Safety procedures • An understanding of data protection • Ability to work flexibly and outside of normal working hours if required • Full UK driving licence

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either Children or Vulnerable Adults. Please be advised that references may be requested prior to interview for roles within our Schools.

This post is exempt from the Rehabilitation of Offenders Act and you will be required to undergo an Enhanced DBS check or Enhanced DBS check with barred list. If you have information to declare it may be protected under the Exceptions Orders and you may not be required to declare it. You will be asked to make a criminal conviction declaration if you are shortlisted for the post. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.