

CITY ACADEMY NORWICH JOB DESCRIPTION

COVER MANAGER

Line Managers job title:	Headteacher
Salary:	Points 12 - 17 of the Support Staff Scale FTE £27,711 - £30,060 per annum Pro rata £24,446 - £26,991 per annum, including an allowance for holiday pay
Tenure:	Permanent contract
Contract type:	Term-time plus 2 weeks
Hours per week:	37

THE POST

City Academy Norwich is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a pro-active and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Cover Manager.

The Cover Manager will complete administration for cover and liaise with external agencies, Headteacher's PA, teaching staff and HR. They will lead the Cover Supervisor(s) within school to ensure they provide a high-quality service and be responsible for providing cover when required. The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of a Cover Manager are:

- Have the personality and presence required to carry out required duties effectively;

- Strong organisation skills and the ability to work under pressure to support colleagues and the smooth running of the school;
- Have a good rapport with young people and be able to act as a positive role model to them;
- Be supportive of the particular ethos and expectations of City Academy Norwich and more widely the Sapientia Education Trust;
- Be flexible and creative in approach and be open to the possibility of developing a wider role in the Trust.
- Be willing to contribute to the extra-curricular life of the school;
- Have the ability to inspire and enthuse students
- Be highly self-motivated, able to energise and motivate others;
- Have very high expectations of the learning of all students at all times;

The personal competencies expected of all support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and previous experience required for a Cover Manager are:

- Previous experience as a Cover Supervisor;
- A good level of literacy and numeracy;
- Strong grasp of IT Systems (SIMS and Office 365 are preferable);
- Be educated to at least A-Level (or equivalent) standard;
- A degree level qualification, or equivalent, would also be an advantage; however, candidates with relevant experience should not be discouraged from applying.

JOB SPECIFICATION

General Responsibilities

The Cover Manager is responsible to the Headteacher. The Cover Manager will ensure that all classes have an appropriate teacher and support in the management of teaching cover for sickness, courses, meetings, school trips, visits etc. The Cover Manager will use the MIS system and maintain an up-to-date forward diary to support Headteacher making decisions regarding cover. An understanding of SIMS / ITrent (current MIS) is an advantage however, training is provided on how to use this system to ensure the effective understanding.

The Cover Manager leads the team of Cover Supervisors who supervise lessons during the short-term absence of teachers and who are at times asked to undertake

administrative tasks in departments. The Cover Manager will also act as a Cover Supervisor.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

When leading the Cover team:

- Monitor the cover absence line each morning;
- Liaise with the Deputy / Assistant /Headteacher/Headteacher's PA regarding long term absence and planned trips/course/medical appointments etc.
- Create the daily rota for cover within the school;
- Meet & Greet Cover Supervisors / Supply Teachers and provide daily timetable, handbook and information on work;
- Support Cover Supervisors with queries and liaise with external agencies;
- Keep abreast of changes to the MIS and school curriculum to ensure efficient service is provided;
- Participate in training and other learning activities, as required;
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Participate in regular line management meetings;
- Be a Performance Management Team Leader for Cover Supervisors.

When covering lessons:

- Supervise students while they are engaged in learning activities and deal with immediate problems and emergencies;
- Manage students' behaviour within the behavioural policy of the school;
- Complete registers within timeframes specified;
- Set high expectations of conduct whilst acting as a role model;
- Respond to students' queries on procedures, while keeping students on task;
- Promote the inclusion and acceptance of all students within the classroom within the school's policies and procedures of equal opportunities;
- Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of the students;
- Collect and pass on any completed work;
- Maintain and pass on any appropriate records, as agreed beforehand with the teacher;
- Deliver tutor session and/or supervise during assemblies, after taking an accurate register
- Support the use of ICT within the lesson as appropriate;
- Understand and ensure appropriate organisation/use of the classroom, equipment and resources;
- Accompany groups of students on school trips, ensuring their health and safety (to be at discretion of lead teacher);

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- Used to cover duties including break, lunch, before and after school.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time plus 2 weeks
Hours per week	37
Normal working Pattern	Agreed with your line manager
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- Points 12-17 of the Support Staff Salary Scale
- FTE Salary: £27,711 - £30,060 per annum
- Pro rata salary: £24,446.44 - £26,991.44 per annum, including an allowance for holiday pay

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at 16.9% and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you

begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.