

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Cover Manager	<b>Location</b>	Caister Academy
<b>Salary</b>	SC5, Point 18 – 22 £26,421 - £28,770 FTE (£23,032 to £25,080 Actual)	<b>Hours</b>	37.5hrs per week, Term time + 1 week, 7.45am to 4.00pm (50min/35min)
<b>Department</b>	Support Team	<b>Reports To</b>	Assistant Principal

## JOB PURPOSE:

To ensure consistency of high-quality educational provision for students when cover is required, predominantly in the classroom, but occasionally in other areas of the school.  
To lead the cover supervisor team and manage the cover requirements of the school.

## KEY RESPONSIBILITIES AND DUTIES:

### Leadership:

- Line manage the cover supervisor team.
- Plan ahead to ensure we have adequate levels of supervision for the cover required, working with leaders and external supply agencies where appropriate.
- Ensure external agency staff receive appropriate training on school policies and procedures, including safeguarding, and that they are equipped with laptops and registers.
- Ensure cover is distributed equitably and in line with school guidelines.
- Provide regular reports on the use of teachers for cover.
- Ensure cover work is clearly organized and accessible for colleagues.
- Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
- Seek to represent the Academy and the Trust in the best possible manner at all times.
- Demonstrate consistently high standards of personal and professional conduct:
  - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by;
    - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position,
    - having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions,
    - showing tolerance of and respect for the rights of others
    - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
    - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

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- Have proper and professional regard for the ethos, policies and practices of the Academy, following the Academy's policies at all times.
- Maintain high standards of personal attendance, presentation and punctuality.

## **Responsibilities:**

- Record staff absence on the school's management information system (MIS).
- Arrange cover for each day, using the school's MIS.
- Cover lessons, as directed by the member of staff organising cover, ensuring the materials provided are delivered in line with the school's standardised lesson structure and the work set is completed to a high standard by all students.
- Support the class teacher in creating and maintaining a purposeful, orderly and supportive learning environment, promoting inclusion whilst encouraging independence and constructive relationships within the classroom.
- Prepare, maintain and use equipment/resources required to meet the relevant learning activity and assist students in their use, including supporting the use of IT in learning activities and developing students' competence and independence in its use.
- Apply the same reward and sanction systems as a classroom teacher would, in line with school policy.
- Liaise with teaching colleagues over the quality of work provided by staff and completed by students.
- Assist with the supervision of students out of lesson times as per the Academy duty rota.
- Cover other colleagues in performing reasonable duties, such as administration, when there is a need to do so, or as directed by the member of staff organising cover.
- Apply initiative to complete other reasonable duties within the school day, to support the strategic aims and operational running of the school.
- Utilise time at the end of the day to better perform the core role, offer enrichment opportunities for students and attend relevant meetings and available training.
- Meet with students and parents to establish and improve communication with vulnerable groups when required.
- Model welcoming, sensitive and constructive communication, with all stakeholders at all times.
- Represent the Academy at after school events and evenings relevant to the role, as per the Academy calendar.
- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.
- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.
- Consider and support the wellbeing and safeguarding of all students, adhering to the school's Child Protection Policy and SEND Code of Practice at all times.
- Consider and care for the health and safety of themselves, colleagues and students.
- Recognise, reward, praise and promote student success wherever possible.

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- Ensure equality for all students by consistency upholding all school policies relating to student conduct, for example behaviour, mobile phones, uniform etc...
- Treat information about students and staff with due sensitivity. Adhere to general data protection regulations at all times. Respect confidentiality where appropriate.
- Participate fully in Academy life through involvement in clubs and trips wherever reasonably possible.

## Variation:

- Undertake other duties.
  - commensurate to the post holder's abilities, position and grade, as requested by the Principal or 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.

## JOB REQUIREMENTS:

	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE's grade A-C (or equivalent) including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous professional development.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Knowledge and skill in implementing an effective range of behaviour management strategies.</li> <li>• Ability to communicate effectively in oral and written forms.</li> <li>• Good numeracy and literacy skills.</li> <li>• Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Arbor (MIS).</li> <li>• Experience of cover supervising in a senior school.</li> <li>• Ability to produce accurate reports on cover statistics.</li> <li>• Working knowledge of GDPR legislation and practice</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• An ability to remain constructive under pressure is essential for this role.</li> <li>• Highly motivated and enthusiastic.</li> <li>• Strong organisational skills.</li> <li>• Ability to use own initiative as well as follow detailed instruction.</li> <li>• An ability to establish good working relationships with both staff and students.</li> </ul>	

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	<ul style="list-style-type: none"><li>• Demonstrate a professional approach and behaviour to his/her work.</li><li>• Be committed to continuing professional development and be open to constructive criticism.</li><li>• Possess a “can do”, “will do” work ethic.</li><li>• Demonstrate enthusiasm and a willingness and interest in learning new skills.</li></ul>	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**