

SUPPORT STAFF

JOB DESCRIPTION

ROLE TITLE	Cover Manager
LOCATION	Felixstowe School, flexible across the Trust
GRADE / SCALE POINT – SALARY	NJC SO1
REPORTING TO	Assistant Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

Overall Responsibility:

The cover manager is responsible for:

- Managing and organising cover for absent staff.
- Organising and providing induction and support for supply staff to ensure they can meet the expectations of the school.
- Ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks.
- The line management of all cover supervisors including their induction, training and appraisal.
- The maintenance of records to ensure efficient and accurate absence reporting.
- Contributing to the overall ethos, work and aims of the school.

KEY TASKS & RESPONSIBILITIES

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

- Manage the staff cover system to ensure continuity in teaching and learning.
- Maintain records on covers completed by individual staff to ensure that regulations are adhered to.
- Liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies.
- Organise the appropriate deployment of teachers, supply staff and cover supervisors to cover absences and emergencies.
- Provide staff with cover details at the start of the day and when emergencies occur.
- Act as the main point of contact for any problems that may occur in relation to cover.
- Liaise with Heads of Department to ensure that they check that cover work is provided and that resources are available to facilitate teaching and learning
- Provide a daily cover sheet, updated as required, to relevant areas and members of staff.
- Monitor the effectiveness of supply staff as per school policies and procedures, informing the line manager of any concerns.
- Identify the training needs of cover supervisors and organise appropriate development opportunities in liaison with the line manager.
- Complete cover supervisors' appraisals and the setting of appropriate targets.

- Support in the recruitment of cover supervisors when required.
- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.
- Support the Line Manager in meeting and managing required cover budgets.
- Cover lessons as and when required.
- Undertake invigilation in examinations as required, both internal and external, under the direction of the Examinations Officer(s). During the examination, the post holder patrols the room and monitors the conduct of the examination in accordance with the instructions for invigilators detailed in the Handbook for the Conduct of Examinations. In the event of any incident, one of the Invigilators should immediately notify the Examination Officer(s) either in person or, if invigilating alone, by use of the examinations' mobile telephone.

Additional Responsibilities:

- Attend relevant meetings and training sessions.
- Keep up to date with associated developments and changes in requirements and regulations, and communicate appropriate information to colleagues.
- Establish and maintain good relationships with all staff, students, visitors, suppliers and agencies.
- Undertake any duties reasonably requested by the Headteacher.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

GCSE Maths and English, minimum grade C, or equivalent	Essential
Level 3 (Advanced Level) or degree	Desirable
A willingness to undergo further training and personal development	Essential
Experience	
Relevant, recent experience in an 11-16 school in a similar position	Desirable
Some experience with secondary age children in a paid voluntary or domestic environment	Desirable
Evidence of CPD in a relevant area	Desirable
Experience of working successfully as part of a team	Essential
Skills, Knowledge and Understanding	
Good numeracy and literacy skills	Essential
Computer literate with ability to undertake administrative tasks and create resources electronically.	Essential
An interest in children's development and in a wide range of issues concerning their education and welfare.	Essential
Personal Qualities	
Ability to relate well to people at all levels	Essential
Ability to inspire, challenge, influence and motivate others	Essential
An absolute commitment to the belief that every child deserves the very best education	Essential
An ability to maintain professional integrity even when under pressure	Essential
Flexibility and resilience	Essential
An ability and desire to work in a high challenge and low threat way to ensure improvement in all areas	Essential
Excellent organisational skills including the ability to prioritise and manage time effectively	Essential
Capacity and enthusiasm for hard work and challenge	Essential
Able to work as part of a team whilst also being self-motivated	Essential
Emotional intelligence	Essential
Capacity to reflect on practice	Essential
Reliability, honesty and trustworthiness, demonstrating the highest professional standards	Essential
Ability and confidence to communicate effectively both verbally and in writing	Essential
A commitment to on-going personal development and willingness to undertake appropriate training	Essential
Evidence of commitment to safeguarding and protecting the welfare of children	Essential