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**SAPIENTIA EDUCATION TRUST**

**FRAMINGHAM EARL HIGH SCHOOL JOB DESCRIPTION**

**Cover Manager**

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| **Line Manager:** | Assistant Headteacher: Teaching & Learning (Curriculum) |
| **Salary:** | Point 12-17 Support Staff Salary Scale |

**THE POST**

Our Cover Manager will provide effective and efficient arrangements for Cover across the school. They will complete administration for cover and liaise with external agencies, Headteacher’s PA, teaching staff and HR. They will lead the Cover Supervisors 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.

Framingham Earl High School is a member of the Sapientia Education Trust (SET).

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.

Framingham Earl High School’s wishes to appoint an effective and reliable individual who is an effective manager and has a good rapport with young people to join our school.

**PERSON SPECIFICATION**

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;
* Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

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 Framingham Earl High School 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.

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 (BromCom 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 Assistant Headteacher Teaching and Learning (Curriculum). The Cover Manger 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 (BromCom) and maintain an up-to-date forward diary to support Headteacher making decisions regarding cover. An understanding of BromCom (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 are asked to undertake administrative tasks in departments. The Cover Manager will also act as a Cover Supervisor.

The post-holder will be required to comply with the Framingham Earl High School Code of Conduct for Staff and Volunteers.

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.

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 will participate in the School’s programme of Performance Management and Continuing Professional Development.

**Specific Responsibilities**

When leading the Cover team:

* Monitor the cover absence line each morning;
* Liaise with Assistant Headteacher/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 and provide daily timetable, handbook and information on work;
* Support Cover Supervisors with queries and liaise with external agencies;
* Keep abreast of changes to MIS (BromCom) 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 lead meetings; anBe 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.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

**HOURS OF WORK**

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| Paid Weeks per year | 39 |
| Working weeks | Term Time +1 |
| Hours per week | 36.5 |
| Normal Working Pattern | Monday – Friday 7.30 – 3.15 |
| Paid Breaks | 30 minutes unpaid lunch break |
| 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. The salary includes an additional 5.32 to 6.28 weeks as holiday pay. |

**REMUNERATION**

* Points 12-17 of the Support Staff Salary Scale
* **FTE:** £22,183 - £24,491 per annum
* **Pro rata; £18,601 - £20,914 per annum**

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The post-holder will be entitled to join Framingham Earl High School’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**

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

**REVIEW**

The Job Description will be reviewed annually, as part of Framingham Earl High School’s Performance Management programme.