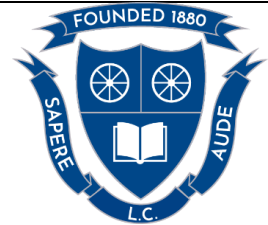


# THE POST

We have an exciting new opportunity to join Lutterworth College as our new Cover Manager. The Cover Manager will make a vital contribution to the school by organising the planning and allocation of cover arrangements for planned and unplanned staff absences.

The Laurels Academies Trust  
Bitteswell Road  
Lutterworth  
Leicestershire  
LE17 4EW



## COVER MANAGER

Permanent position to start as soon as possible.

7:30am -3:30pm Monday to Friday, term time only plus a balance of hours to attend training days and other events that may take place outside normal working hours.

Grade 8 (Pt 15-18): £20,881 to £22,883 per annum (Actual salary)

***"This is a school where staff care for the pupils and want the best for them".***  
***"Pupils understand the value of each subject and how it might help them in the future".***  
*(Lutterworth College Ofsted, January 2023)*

### ***We would like from you:***

- To have strong communication and interpersonal skills.
- To have GCSE A\*-C or equivalent in Maths and English.
- To be a team player with loads of energy and enthusiasm.
- To have a high attention to detail and problem solve effectively.
- To work well under pressure.

### ***We can offer you:***

- A strong commitment to your training and development.
- Fantastic students who are a pleasure to work with.
- Excellent facilities & resources.
- The opportunity to make a real difference to students' lives.
- Automatic enrolment to the Local Government Pension Scheme.
- Free on-site parking.
- Ensuring good staff wellbeing providing access to a free Staff Counsellor service.

For further information and details of how to apply please visit the vacancies page of our website [www.lutterworthcollege.com](http://www.lutterworthcollege.com) and return completed application forms to:

Diane Orton E-mail: [d.orton@lutterworthcollege.com](mailto:d.orton@lutterworthcollege.com)

**Closing date: Monday 2<sup>nd</sup> October 2023 (9am)**

**Interview Date: w/c 9<sup>th</sup> October**

*Lutterworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to receipt of a satisfactory Enhanced DBS check, pre-employment checks, including evidence of your right to work in the UK, online checks and a satisfactory Health Check. References will be requested for all shortlisted applicants before interview.*



## Job Description

<b>Post Title:</b>	Cover Manager
<b>Purpose of Post:</b>	<ul style="list-style-type: none"><li>To ensure cover arrangements are in place for all teacher absence, deploying available school staff (including Cover Manager) or arranging external supply teachers as appropriate. Ensure that everyone undertaking cover, including agency staff, are sufficiently informed to do so effectively, providing induction information where required.</li><li>To cover the absence of teachers by supervising and supporting classes of pupils whilst they carry out pre-set activities. These classes may be in any subject area and/or age range.</li></ul>
<b>Reporting To:</b>	School Business Leader/Deputy Headteacher
<b>Salary / Grade:</b>	8 (Points 15 to 18)
<b>Hours:</b>	1437 hours per annum. 37.5 hours per week during term time (7:30am – 3:30pm Monday to Friday), plus an additional 12 hours to attend mandatory training days and other school events that may take place outside normal working hours. Working patterns are reviewed on an annual basis and may need to be varied to meet operational needs.

### Main (Core) Duties

#### PRINCIPAL RESPONSIBILITIES

- Retrieve absence line messages and record staff absences as part of the school absence procedure.
- Ensure cover is in place for all teacher absence.
- Book supply staff cost effectively, working within a set budget, planning proactively.
- Welcome new supply teachers to the school and provide an initial induction for them, ensuring they are aware of statutory policies and procedures.
- Be the main point of contact for external supply agencies.
- Organise IT access for supply teachers, both long and short term.
- To accurately record cover into SIMS (Schools database).
- Produce daily cover list to SLT and all staff.
- Approve agency timesheets and check corresponding supply teaching invoices.
- To be responsible for all admin processes related to cover, supply, and staff absence.
- Monitor the use of teaching staff to cover under Rarely Cover.
- Cover the absence of teachers by supervising and supporting classes of pupils whilst they carry out pre-set activities.

## GENERAL REQUIREMENTS

- Adaptable and flexible in approach to the role.
- Able to analyse data to provide the most effective solution to cover requirements.
- Remain calm under pressure.

### **Additional duties to include:**

- As part of a team of support staff, provide assistance with the invigilation of examinations if required.
- As a member of staff working in an educational setting to have a duty to help keep young people safe and to protect them from sexual, physical, and emotional harm and to take reasonable steps to ensure the safety and well-being of students.
- To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in school policies and procedures including Health & Safety.
- As a member of staff in an organisation that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- May be required to accompany and supervise students on educational visits.
- May be required to be an appointed person for first aid.
- As a member of staff in an educational setting you will have the opportunity to participate in programmes for mentoring students and to participate in extra curricular activities.
- To carry out such other duties which may be required from time to time within the grading of the post.
- To work across Lutterworth College where appropriate – this may mean working in more than one school.