



Rossett School
Success for everyone

JOB PROFILE

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| Job Title: | Cover Manager | School/Department: | Rossett School |
| Salary Grade: | Band 9 FTE £28,770 - £31,364 per annum | Working Hours: | Full-Time 37 hours per week |
| Contract Type: | Permanent | Location: | Harrogate |

Responsible to: Deputy Headteacher

Role summary:

The primary role of the Cover Manager is to support the smooth running of the school on a day-to-day basis. The Cover Manager will organise and administer cover for absent teachers and occasionally teaching assistants, which includes arranging cover from supply agencies or internal resources in accordance with Rarely Cover. Working with the Deputy Headteacher, the Cover Manager will contribute to the strategy for cover for particular circumstances, working to achieve best value for the school.

Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.

Special conditions of service:

No smoking policy, including e-cigarettes.

Role specific responsibilities:

- Arrange cover for lessons for teaching staff for both planned, unplanned and emergency absence in accordance with the School's Cover Policy
- Communicate daily cover arrangements as appropriate including maintenance of the cover board
- Develop and maintain a pool of school supply teachers on a short notice basis
- Collate a range of CVs from agencies in support of the recruitment process for longer term placements
- Induct, support and monitor supply placements on a day-to-day basis; maintain the Supply Teacher Handbook
- Working closely with the HR Team to ensure compliance with Agency Worker Regulations
- Authorise pay claims for HGS staff, supply or pool teachers as appropriate – monitor costs for charges made against the supply budget
- Record covers completed each day by reason of absence and by category of cover deployed
- Produce termly cover analysis and consult with HR and local union representatives regarding the implementation of Rarely Cover
- Manage cover in relation to internal meetings, classroom observations and sports fixtures
- Publish re-timetabling and any gained time changes with reasonable notice, usually at least one week in advance
- Monitor the provision of work for those doing cover. Co-ordinate the display of this on the cover board and provide feedback to the absent teacher as necessary
- Manage the internal room bookings during the school day and arrange room changes as necessary
- Inform the Site Manager and PA Technician of bookings for the main hall and the Forum
- Manage ICT room requests and subsequent room changes
- Communicate room changes via the individual door notices
- Arrange room changes for students with a special need if necessary e.g. student on crutches
- Produce each cycle a record of rooming used by Encore and Language Assistants
- Induct Learning Managers in the cover element of their role
- Organise for each Learning Manager to deliver cover for up to 50% of their time
- Meet with individual Learning Managers once a week to discuss any issues, particularly to review the previous week



- Meet with each Learning Manager's Faculty Leader each week
- Meet regularly with all Learning Managers to share good practice and discuss training needs. Arrange such training if possible
- Maintain the diary showing all planned absences, in-school activities and curriculum visits. Liaise with staff about the most suitable dates for activities etc.
- Collate planned absence forms ready for the weekly diary meeting
- Attend the weekly diary meeting, contributing to decisions on absence and activity requests
- Inform staff of all planned absence approved by the diary meeting
- Calculate the estimated cover cost of any curriculum visit, completing the cost area of the risk assessment form. Following the trip confirm the costs with the Finance Officer
- Monitor changes in personnel, dates
- Support the activities through; the allocation all teaching staff to one of the activities taking place; organising the rooming for all the activities; co-ordinating the display of information about the activities in the staff room
- Arrange rooming for students with special educational needs for public examinations and internal examinations. Arrange staffing for such rooms when necessary
- Organise the display of the invigilation timetable for internal examinations in the staffroom at least one week before the invigilation takes place
- Implement any staffing and/or room changes in support of events such as community, interviews, performances, curriculum events etc.

RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.



Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



Our Trust Values



Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals



We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

PEOPLE PROFILE

| Aptitudes and Characteristics | Essential | Desirable |
|--|-----------|-----------|
| Ability to work flexibly and collaboratively as part of a team as well as on own | * | |
| Ability to communicate effectively with staff at all levels within the school | * | |
| Ability to work positively and effectively with young people | * | |
| A systematic and calm approach | * | |
| Able to relate well to young people | * | |
| Able to take initiative and work independently | * | |
| Able to work to high levels of accuracy | * | |
| Able to practice and plan to ensure completion of tasks | * | |
| Ability to self-evaluate learning needs and actively seek learning opportunities | * | |
| Able to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | * | |
| Willing to contribute to extra-curricular activities | | * |
| Able to work under pressure | * | |



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| Willingness to be flexible and work to meet the best interests of the school | * | |
| Willingness to undertake training | * | |
| Qualifications, Knowledge and Experience | Essential | Desirable |
| Qualified to A Level standard or higher | | * |
| Very good Numeracy/literacy skills | * | |
| Full working knowledge of Office packages | * | |
| Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation | | * |
| Working knowledge of national curriculum and other relevant learning programmes/strategies | | * |
| Understanding of principles of learning processes | | * |
| Experience working with children of relevant age | | * |
| Experience within educational setting | | * |
| Problem solving skills | * | |
| Negotiation skills | * | |
| Organisational/administrative skills | * | |
| Safeguarding and Promoting the Welfare of Students | Essential | Desirable |
| An appropriate motivation to work with children and young people | * | |
| Ability to maintain appropriate relationships and personal boundaries with children and young people | * | |
| Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline | * | |

