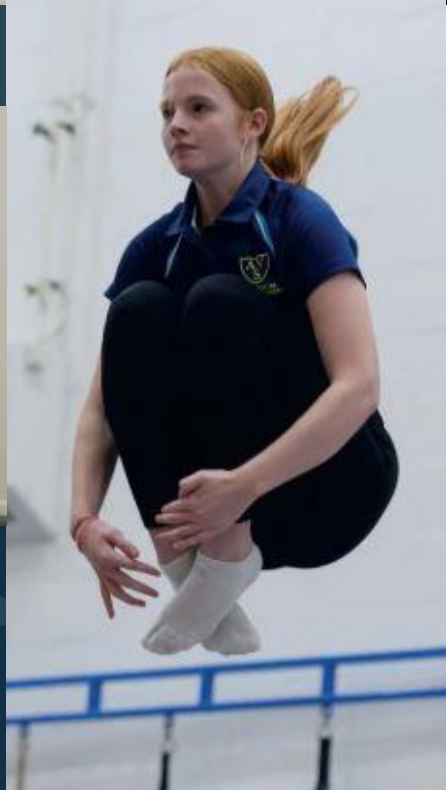




THE AVON VALLEY SCHOOL
AND PERFORMING ARTS COLLEGE

Cover Manager Application Pack

AMBITION RESPECT CARE



A warm welcome from the Headteacher

Dear Candidate,

Thank you for your interest in joining The Avon Valley School & Performing Arts College as Cover Manager.

The Avon Valley School is a popular, oversubscribed foundation school, offering a dynamic and ambitious curriculum for 11 to 16 year olds. We have worked hard to build a vibrant and supportive learning community, where students, staff and families work together to help every student thrive and fulfil their potential.

The culture here is incredibly positive and supportive. This means that our staff enjoy coming to work and are passionate about working together to make a difference to the lives of our students. We believe in nurturing confident, respectful and responsible young people who are ready to make a positive contribution to society.

Our core values **ambition**, **respect** and **care** are at the heart of everything we do. These principles shape our inclusive school culture and guide us as we support students on their education journey.

We offer a broad and engaging curriculum, delivered through high-quality teaching that promotes knowledge, creativity and critical thinking. Students are encouraged to explore, debate, problem-solve and communicate with confidence. Alongside academic excellence, our pastoral programme plays a key role in developing leadership, resilience and independence. Skills that will serve our students well beyond their time at AVS.

Academic achievement is important to us, and we are proud of our students' success. But life at AVS is about so much more. Whether it's in sport, drama, music, science, enterprise or the arts, our students are encouraged to pursue their passions and develop their talents both inside and outside the classroom.

As a performing arts specialist school, we are exceptionally proud of the creativity and talent that flourishes across our school. From drama, dance, music and technical theatre, students have access to outstanding facilities and inspiring opportunities. In 2024, our dedication to the arts was nationally recognised when AVS won Best School Show at the National Schools Theatre Awards. This was an incredible achievement that reflects the hard work, passion and teamwork of our students and staff.

I hope that this information pack will give you a flavour of our school, and I encourage you to visit, to see how our values and culture flow throughout the school, and the pride that our staff and students have at being part of Avon Valley School. I'm confident that you'll discover Avon Valley is a warm, welcoming place where you can really thrive and have a positive impact on both our students and our wider community.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Blake Francis,
Headteacher

About The Avon Valley School & Performing Arts College

VISION

To inspire, advance aspirations, and cultivate a school community of limitless potential.

MISSION STATEMENT

At The Avon Valley School and Performing Arts College, we aim to create an inclusive learning environment where everyone feels valued and supported. We believe in respect, being relentlessly ambitious, and looking out for each other. Our goal is to inspire each individual to chase their dreams and make a difference in the world around them. Through our belief in the limitless potential of every individual, we strive to inspire and equip everyone in our community to thrive and excel.

OUR CORE VALUES

Our core values are our DNA; they enable us to create an inclusive environment where everyone feels valued, understood and supported; fostering a sense of belonging and unity that strengthens our community bonds. This enables everyone to thrive, both personally and academically, enhancing overall happiness and success.

Ambition: We inspire and challenge each person to strive for excellence, fostering a culture of continuous improvement and perseverance. This empowers everyone to push through their boundaries to unlock their full potential, and achieve remarkable things beyond what they thought possible.

Respect: We celebrate the diversity of our community and treat every individual with kindness, dignity, and consideration. By acknowledging the unique backgrounds and perspectives of each person, we create an environment where mutual understanding and acceptance flourish, fostering a culture of trust, inclusivity and unity.

Care: We cultivate an environment where compassion and empathy are paramount, nurturing the holistic well-being of every member of our community. By prioritising the emotional and physical welfare of individuals, we demonstrate a commitment to their overall health and happiness, fostering a supportive community where individuals feel valued, heard, and supported through life's challenges.

These core values underpin everything we do at The Avon Valley School, guiding us in our pursuit of excellence. Through teamwork, creativity, and unwavering support, we empower our students to embrace opportunities, overcome obstacles, and experience the joy of learning together.

ETHOS AND CULTURE

At The Avon Valley School and Performing Arts College, we value each and every individual. We believe that everyone has the potential to succeed and is an untapped source of talent. It is our aim to unlock this potential through the provision of a first class education, creating lifelong learners.

Underpinning this aim is our desire for our students to enjoy their school days and be equipped with the skills and knowledge for life. We want our students to understand their rights and responsibilities and those of others and to be compassionate and caring members of society.

The ethos and culture of the school is unique and has been commented on during successive OFSTED inspections. A result of this and our significant progress is that The Avon Valley School and Performing Arts College has continued to be judged as a Good school. This has led to the school being extremely popular and oversubscribed.

SENIOR LEADERSHIP TEAM

The senior leadership team consists of Headteacher, 2 Deputy Headteachers, 4 Assistant Headteachers and the School Business Manager. They work collaboratively and provide expertise and support across all of the school's activities.

PASTORAL SUPPORT

We pride ourselves on the quality of our pastoral care for all students and have a highly skilled team of pastoral staff including Heads of Year, Pastoral Leads, SENCO, Form Tutors and Teaching Assistants. We also work positively with a wide range of external agencies.

WORKING FOR AVON VALLEY SCHOOL

The Avon Valley School is known for its aspirational and caring environment. Our staff are welcoming, committed, and maintain the highest expectations of both themselves and our students. We have a hardworking and committed team of specialist teachers who are dedicated to ensuring the best possible outcomes for our students. Our stable and experienced staff can offer support and guidance to colleagues at any stage of their career, and we actively encourage staff to create a personal improvement and development plan so we can help them realise their career goals and ambitions. Our staff are enthusiastic, have a good sense of humour, and support each other, which makes it a fantastic place to work.

GROWING TOGETHER: BALANCE, BELONGING, AND WELLBEING

"True balance is rarely found in isolation; it is cultivated in a community that values the person as much as the professional. Our collective strength comes from how well we look after each other."

At Avon Valley School, we believe that our students can only thrive when our staff are healthy, motivated, and supported. Working in education can be both immensely rewarding and demanding. Success isn't just about individual performance; it's about the relationships we build with our colleagues and the support system we provide for one another. Because of this, wellbeing is woven into daily life at the school.

Work-Life Balance

We respect the lives of our staff outside of the school gates. A healthy community is made of well-rested people. We try to ensure your home life remains your own.

- **Realistic Deadlines:** We provide an annual calendar of meetings and assessment/reporting dates at the start of the year to help you plan ahead.
- **A Community Right to Rest:** We champion a "Digital Sunset"; we do not expect staff to respond to emails out of the core school hours of 8.30am – 4pm or during weekends and holidays. We respect each other's boundaries so that everyone returns to school refreshed.
- **Additional PPA Time (exceeding the 10% normal offered for teaching staff) designed to promote a healthy work life balance.**
- **Staff Wellbeing is an integral part of the appraisal process.**
- **Flexible Working Arrangements for All Staff:** Where possible, we support flexible working requests. In addition, teaching staff are offered a biweekly work-from-home option, and support staff are offered 2 flexible working days each academic year.
- **A Generous Absence Request Policy:** Do you want to watch your child's primary school sports day or nativity, or attend your best friend's wedding? Not a problem if you work for us.

Professional Growth

We don't just want you to work here; we want you to thrive here. We actively try to seek ways to reduce administrative burdens so you can focus on what matters most: teaching and learning.

- **Dedicated CPD Time:** We dedicate significant time to high-quality professional development, ensuring that staff are equipped with the latest pedagogical tools and have the time and resources to stay at the forefront of their subject specialisms.
- **Collaborative Development:** Our professional development isn't "done to" you; it's built with you. We run workshops where we learn from the expertise within our own walls.
- **Personal Development Integral to Appraisal Process:** We offer mentoring and leadership opportunities to enhance personal and career development goals.
- **Open Door Policy:** A committed and collaborative Senior Leadership Team (SLT), who are active members of the school community. We listen to concerns and act on feedback promptly.
- **Dedicated Classroom** where possible for teaching staff.
- **Successful ECT Programme**, fostering professional growth.

The Power of "We" (Community)

We believe that no one should have to navigate the challenges of education alone. We foster a community where every voice is heard.

- **Structured Induction:** New colleagues receive a comprehensive induction program and a dedicated mentor to help them settle into the Avon Valley family, ensuring you have a friendly face to turn to from day one.
- **Collaborative Planning:** Our faculties work together: sharing resources, schemes of work, and assessment materials to ensure that no single teacher is ever starting from scratch.
- **The Social Heart:** A modern, comfortable staffroom, where you can take time out or work together, in a space for staff to connect as people, not just as colleagues. Our termly "Thank-you Breakfasts" give us the opportunity to celebrate our successes and support each other through the hurdles.
- **A Thriving School Community** with engaged students and supportive parents/carers.

Health & Mental Wellbeing

Your physical and mental health are our priority. We provide a range of tangible benefits to support both your physical and mental health and your financial peace of mind.

- **Private Medical Insurance:** To ensure you have the best care when you need it, all permanent staff are eligible for our comprehensive private healthcare plan. This includes fast-track access to specialists, diagnostic tests, and mental health support.
- **Employee Assistance Programme (EAP):** All staff have 24/7 access to a confidential counselling, legal advice, and financial guidance for you and your immediate family, providing a safety net for those times when life outside school requires extra support.
- **Cycle to Work Scheme:** We encourage a healthy and sustainable commute. Our salary sacrifice scheme allows you to save on the cost of a new bike and accessories, spread over manageable monthly interest-free payments.

We look forward to welcoming you to a school that values you as a person as much as a professional.

Cover Manager

Band G SCP 11 - 14 (£24,598 - £26,683 Actual Salary)

Full Time – Permanent (37 hrs per week - Term Time only, plus TT days)

Job Start: March/April 2026

Are you an exceptionally organised and adaptable individual with strong communication skills? Do you thrive in a fast-paced environment and want to play a crucial role in ensuring continuous learning for students?

THE OPPORTUNITY

The Avon Valley School & Performing Arts College is seeking a dedicated and proactive **Cover Manager**. This is a unique position combining administrative coordination with real-world teaching experience.

As our **Cover Manager**, you will be at the heart of our daily operations, responsible for efficiently organising and deploying cover for absent teaching staff in the morning before stepping into the classroom to deliver cover lessons yourself, building confidence and gaining valuable hands-on classroom experience— making this an ideal stepping stone for anyone considering a future in education.

Your vital contribution will minimise disruption to student learning and ensure a positive and productive atmosphere across the school.

WHY JOIN US?

At The Avon Valley School, we are committed to nurturing every student's potential, both academically and personally. Our ethos is built on **Ambition, Respect and Care**, fostering a learning environment where students feel valued, supported and empowered to achieve their aspirations.

Avon Valley School offers a welcoming and collaborative environment where every member of staff is valued. We are committed to providing exceptional professional development opportunities and a supportive culture where you can thrive. You will have the chance to work with a fantastic team of staff and students who are all dedicated to building a safe, happy, and successful school.

THE ROLE & RESPONSIBILITIES

As **Cover Manager**, you will play a dual role:

- Proactively managing staff absences and deploying cover supervisors or agency staff to ensure no student's learning is disrupted.
- Delivering engaging cover lessons across a variety of subjects and year groups, gaining valuable classroom experience.

Key Responsibilities:

- **Absence/Cover Management:** Coordinate the daily cover schedule for all teaching staff, ensuring all classes are adequately supervised by internal staff or external supply.
- **Morning Coordination:** Start at 7am to organise daily cover, ensuring the schedule is published and emailed to all staff by 8am.
- **Lesson Delivery:** Lead and deliver pre-planned lessons across various subjects, ensuring students remain engaged and on-task in the absence of their regular teacher.
- **Seamless Communication:** Acting as the central point of contact for supply agencies and internal staff, communicating cover arrangements clearly and promptly. You'll provide essential guidance and support to cover staff.
- **Administrative Excellence:** Maintaining accurate records of all cover arrangements, managing the cover system, preparing daily cover sheets, and monitoring the effectiveness of cover provision.

AMBITION, RESPECT, CARE

- **Safeguarding Focus:** Ensuring all cover staff are aware of and adhere to the school's safeguarding policies, verifying necessary checks, and reporting any concerns immediately to the Designated Safeguarding Lead (DSL).

WHAT WE ARE LOOKING FOR

The ideal candidate will be:

- **Organised and Adaptable:** You will have excellent organisational and time management skills and the ability to handle a fast-paced environment and shifting priorities with ease.
- **A Natural Communicator:** You will have strong communication and interpersonal skills, enabling confident liaison with external partners, and the ability to build positive relations with students and staff.
- **Classroom Experience:** You will gain direct classroom experience across KS3 and KS4, delivering cover lessons in the event of planned or unplanned absence by teaching staff, as required.
- **Administrative Excellence:** You will have high accuracy and attention to detail in record-keeping and be proficient in IT systems, including Microsoft Office Suite, and ideally experience with school management information systems.
- **A Role Model:** You will maintain high standards of attendance, punctuality and professional conduct.
- **Safeguarding Awareness:** A clear understanding of safeguarding principles and a deep commitment to promoting the welfare of children.
- *Note: A teaching qualification (QTS) is not essential, but experience as an HLTA, Unqualified Teacher, or experience Cover Supervisor is highly desirable.*

WHAT WE OFFER

Joining The Avon Valley School means becoming part of a supportive and forward-thinking community. You will join a school that values professional development and personal growth. Whether you're exploring teaching as a career or actively working towards QTS, we offer a supportive environment where you can gain significant classroom experience while playing a vital role in the school's daily success.

Our staff enjoy:

- **Tailored career development** with annual personal development opportunities.
- **Flexible working arrangements for support staff**, including 2 flexible working days.
- **A generous absence request policy**, for example, do you want to watch your child's primary school sports day, or attend your best friend's wedding? Not a problem if you work for us.
- **A proactive staff wellbeing programme** to support work-life balance.
- **A committed and collaborative Senior Leadership Team.**
- **A thriving school community** with engaged students and supportive parents/carers.
- **Lunch provided** for anyone offering student facing activities during lunchtimes.
- **Paid duties** for anyone joining our lunchtime duty team.
- **Employee benefits**, including a cycle-to-work scheme, employee assistance programme, free on-site parking, and catering facilities.

TO APPLY:

If you're passionate about education and eager to gain classroom experience, we'd love to hear from you – even if you don't meet every requirement. We're looking for someone with the right attitude, enthusiasm and commitment to learning.

If you want to be part of a school where you can truly make a difference, we encourage you to apply by clicking the link below which will take you to our online application form.

Please visit our website to find out more about the school: <https://www.avonvalleyschool.uk/>

AMBITION, RESPECT, CARE

Application Deadline: 9am on Thursday 5th March 2026

(We reserve the right to close this vacancy early if we receive sufficient applications for the role).

Interviews: Shortly after closing date.

For further information, email: **chearne@avonvalleyschool.uk** or telephone: **01788 542355**.

Safeguarding and Compliance

Please note:

- We do not accept CVs without an application form.
- We do not provide working visas.
- If shortlisted, you will be required to complete a declaration regarding any relevant criminal offences as part of our safeguarding duties.
- **Avon Valley School conducts online searches (including social media) as per KCSIE 2025.**
- **We are committed to safeguarding and promoting the welfare of children and young people.**
This post is subject to an Enhanced DBS check (child workforce) via the Disclosure and Barring Service.

Join us in shaping a future of limitless potential. We look forward to hearing from you!

Job Description: Cover Manager

Accountable to:	Deputy Headteacher - Curriculum	Line Managing:	Cover Supervisors
Post type:	37 hours per week Term time only plus teacher training days - 7am start time	Salary/Grade:	Band G SCP 11-14
Liaising with:	Faculty leaders, staff, agency staff, and students		

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school.
- Support and contribute to the achievement of every child's outcomes.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Undertake professional development activities to enhance personal development and performance.
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

Job purpose:

The Cover Manager plays a pivotal and dynamic role in ensuring the smooth and continuous delivery of education across the school. This position is responsible for efficiently organising and deploying cover for absent teaching staff, minimising disruption to student learning, and maintaining a positive and productive learning environment.

This is an excellent opportunity for someone interested in gaining some hands-on classroom experience, whilst working alongside experienced teachers in a supportive environment. You'll deliver lessons across a range of subjects and year groups, building your confidence and classroom management skills. This role is ideal for someone exploring a career in teaching.

The Cover Manager also acts as a central point of contact for staff absences and cover arrangements, requiring excellent organisational skills, adaptability, and strong communication.

Duties & Responsibilities

Lesson Cover/Classroom Experience:

- Deliver engaging and effective cover lessons across the curriculum, ensuring continuity of learning for students.
- Work closely with teaching staff to understand lesson objectives and adapt resources to meet the needs of different learners.

Cover Coordination/Absence Management:

- Proactively organise daily cover for absent staff, including liaising with external supply agencies and internal cover supervisors. This is to start by 7am and emailed to all staff each day by 8am.
- Receive and record all staff absence notifications (e.g. sickness, professional development, external meetings) in a timely and accurate manner, and use to devise cover arrangements in advance, where and when appropriate.
- Manage the allocation of timetable information and pre-prepared work for cover lessons, ensuring materials are readily available for cover staff.
- Create and adapt rooming schedules when necessary (i.e. for exams and other events that necessitate room changes).
- Publish known rooming changes at least a day in advance and send updated room changes, when appropriate.

Communication & Liaison:

- Communicate cover arrangements clearly and promptly to relevant staff (e.g. senior leadership team, faculty leaders, teaching staff, cover supervisors, reception).
- Act as the primary point of contact for cover supervisors and supply staff, providing guidance, support and necessary information (e.g. school policies, student information, fire procedure, etc.).
- Liaise with the HR department regarding absence reporting, fit notes, and long term absence planning.
- Communicate effectively with faculty leaders regarding planned absences and curriculum continuity.

Safeguarding:

- Ensure all cover staff (internal and external) have all necessary checks (DBS, QTS, etc.) in place, and that they are aware of and adhere to the school's safeguarding policies and procedures.
- Verify identity and necessary checks for all supply staff upon arrival.
- Report any safeguarding concerns immediately to the designated safeguarding lead (DSL).

Administrative & Organisational Duties:

- Work with the HR team to input data regarding reasons for staff absence into the School's Information System (SIMS).
- Maintain and update the school's cover management system.
- Prepare and distribute daily cover sheets and registers.
- Maintain accurate and up-to-date records of staff absence, cover usage and associated costs.
- Assist in the induction of new cover supervisors and supply staff to school procedures and expectations.

Support to School

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies.
- Perform duties and attend meetings / training as reasonably required.
- Be a role model to students through personal presentation and professional conduct.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Undertake any other duties as reasonably required by the Headteacher.

Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments.

Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies.
- Undertake any other duties as reasonably required by the Headteacher.

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).

Person Specification: Cover Manager

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> 5 A*-C grades at GCSE, or equivalent) including at least C/4 grade in English and Mathematics; Level 3 Qualifications or above (A level or equivalent). Experience working with young people in educational, youth, or community settings. 	<ul style="list-style-type: none"> Degree or relevant professional qualification Experience of covering lessons in the absence of teaching staff. Experience of working with external supply agencies. 	Application form
Skills & Knowledge	<ul style="list-style-type: none"> Understanding of safeguarding principles and commitment to promoting the welfare of children. Proficiency in using IT systems, including Microsoft Office Suite (Word, Excel). 	<ul style="list-style-type: none"> Knowledge of a management information system, if not SIMS. 	Application form, references & selection process
Personal qualities and skills	<ul style="list-style-type: none"> Excellent organisational and time management skills, with the ability to manage multiple priorities and work effectively under pressure. Ability to work independently, take initiative and solve problems effectively. A proactive and flexible approach to work, with the ability to adapt to changing circumstances. Strong communication and interpersonal skills, both written and verbal, with the ability to liaise confidently with staff at all levels, external agencies and visitors. High level of accuracy and attention to detail in record-keeping and data entry. To be resilient and calm under pressure. Reliable, punctual and professional. A team player with a positive and supportive attitude. Discreet and able to handle confidential information with sensitivity. 	<ul style="list-style-type: none"> Ability to ask for help if required Concern for the welfare of the school community 	Application form, references & selection process

	<ul style="list-style-type: none"> • Hardworking with a sense of humour and ability to remain calm. 		
Special Requirements	<ul style="list-style-type: none"> • Excellent punctuality and attendance record • An understanding and willingness to be involved in school enrichment activities 		References & selection process

