



## LEARNING MANAGER (COVER SUPERVISOR) PERSON SPECIFICATION

	Essential	How Assessed
Qualifications & Training	<ul style="list-style-type: none"><li>• GCSE Maths (Grade C/4 or above) or equivalent</li><li>• GCSE English (Grade C/4 or above) or equivalent</li><li>• At least one 'A' level or equivalent</li></ul>	Application form & Certificates
You should have <b>experience</b> of....	<ul style="list-style-type: none"><li>• recent management people</li><li>• presenting information to a variety of audiences</li><li>• working in a team</li><li>• working on your own initiative</li><li>• using Microsoft office applications – word, outlook, power point and internet access</li></ul>	Application Form, Interview & References
You must have the <b>ability</b> to.....	<ul style="list-style-type: none"><li>• build and maintain effective relationships with all students &amp; colleagues</li><li>• work with students at all levels regardless of specific individual need and to identify learning styles as appropriate</li><li>• use and interpret data</li><li>• assist and support colleagues as workload dictates</li><li>• communicate and listen effectively, verbally and in writing</li><li>• be organised under pressure, to complete tasks to deadlines, re-prioritising own work-load if necessary</li><li>• be creative</li><li>• provide small group tuition as part of the school's intervention strategies</li><li>• make use of I.C.T. to support learning</li></ul>	Application Form, Interview & References
The <b>job also requires</b> you to...	<ul style="list-style-type: none"><li>• set high standards for yourself and the school environment</li><li>• relate to and promote the ethos of the school</li><li>• undertake training as required</li><li>• be punctual</li><li>• have excellent attendance</li><li>• work occasionally out of hours work to support school functions</li></ul>	Interview & References



## **JOB DESCRIPTION**

### **Learning Manager (Cover Supervisor)**

<b>Purpose</b>	To provide stability and continuity and take responsibility for agreed learning activities under an agreed system of supervision for students whose lessons are affected through short-term teacher absence. To establish a purposeful learning atmosphere in a classroom and ensure that student behaviour and learning is managed to the highest standards. To monitor, assess, record and report on students' achievement, progress and development.
<b>Reporting to</b>	General Operations Manager
<b>Liaising with</b>	Teachers, Year Managers and all staff, Students, Parents/Carers
<b>DBS Check</b>	Enhanced Level
<b>Working Time</b>	36 hours 40 mins per week - Term Time only (190 days) plus 1 INSET day
<b>Salary</b>	NJC Grade 5, Points 18-23, £26,453 to £29,799 (pro rata applied)

### **Key Tasks**

1. Provide classroom management to classes in the absence of a teaching member of staff (up to a maximum of ten consecutive days for the same member of staff but across a number of classes on a daily basis)
2. Create a purposeful and orderly environment in which students can complete work set by the classroom teacher
3. Liaise with a Year Manager to assist with the behaviour management within a specific Year Group and manage personal learning catch up.
4. Support Faculties with administration duties when not required for cover during the working day
5. Undertake training of new staff to the role
6. Implement the school behaviour management (disciplinary and reward) systems
7. Circulate and minute faculty agendas and meetings
8. Undertake break duty and end of day duty as required
9. Invigilate internal and external examinations when required
10. Accompany visits and out of school learning activities as required and take responsibility for collecting trip monies
11. Be a Personal Learning Guide
12. Support the development of learning resources  
Mount displays
13. Plan, prepare and undertake routine marking

### **Standard Duties**

1. Work with the General operations Manager to identify resource needs and to contribute to the efficient / effective use of physical resources

2. Actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.
3. Be a role model and actively promote the school's Rights Respecting agenda
4. Understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all
5. Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)
6. Maintain confidentiality and observe data protection and associated guidelines where appropriate
7. Undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher

**This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.**

**The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.**

**Date: February 2023**

**Headteacher: John Clegg**