

## SUPPORT STAFF JOB DESCRIPTION

<b>ROLE TITLE</b>	School Cover Manager
<b>CONTRACTED HOURS</b>	37 hours per week / 39 weeks per year
<b>LOCATION</b>	Breckland School, Crown Street, Brandon, Suffolk, IP27 0PE
<b>GRADE / SCALE POINT – SALARY</b>	Grade 4 SP 13-17
<b>REPORTING TO</b>	Acting Vice Principal

### INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

### JOB PURPOSE

To provide strategic leadership and management of cover for planned and unplanned absence of school staff. You will play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.

### KEY TASKS & RESPONSIBILITIES

#### Cover Manager:

1. Receive all calls from staff who will be suddenly absent from school.
2. Organise cover for teachers who have planned or unplanned absence where appropriate, using directly employed casual supply teachers or agencies as appropriate.
3. Ensure supply/agency teachers have the required cover work for the lessons they are timetabled for.
4. Ensure cover staff are familiar with the pattern of the school day and emergency procedures.
5. Cover lessons yourself as appropriate.
6. Monitor 'Rarely Cover' (cover undertaken by our own teachers – on rare occasions).

#### Other Duties:

1. Provide admin support to SLT as appropriate.
2. Provide general office support when required.
3. To be responsible for own professional development, identifying training needs and requesting courses as appropriate.
4. Be aware of and comply with policies and procedures relating to child protection, health and safety, equal opportunities, security and confidentiality, reporting all concerns to an appropriate person.
5. Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

6. This job description is current at the date shown but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

### **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Principal, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

## School Cover Manager - Person Specification

GCSE Maths and English, minimum grade C, or equivalent	Essential
Level 3 (Advanced Level) or degree	Desirable
A willingness to undergo further training and personal development	Essential
<b>Experience</b>	
Relevant, recent experience in an 11-16 school in a similar position	Desirable
Some experience with secondary age children in a paid voluntary or domestic environment	Desirable
Evidence of CPD in a relevant area	Desirable
Experience of working successfully as part of a team	Essential
<b>Skills, Knowledge and Understanding</b>	
Good numeracy and literacy skills	Essential
Computer literate with ability to undertake administrative tasks and create resources electronically.	Essential
An interest in children's development and in a wide range of issues concerning their education and welfare.	Essential
<b>Personal Qualities</b>	
Ability to relate well to people at all levels	Essential
Ability to inspire, challenge, influence and motivate others	Essential
An absolute commitment to the belief that every child deserves the very best education	Essential
An ability to maintain professional integrity even when under pressure	Essential
Flexibility and resilience	Essential
An ability and desire to work in a high challenge and low threat way to ensure improvement in all areas	Essential
Excellent organisational skills including the ability to prioritise and manage time effectively	Essential
Capacity and enthusiasm for hard work and challenge	Essential
Able to work as part of a team whilst also being self-motivated	Essential
Emotional intelligence	Essential
Capacity to reflect on practice	Essential
Reliability, honesty and trustworthiness, demonstrating the highest professional standards	Essential
Ability and confidence to communicate effectively both verbally and in writing	Essential
A commitment to on-going personal development and willingness to undertake appropriate training	Essential
Evidence of commitment to safeguarding and protecting the welfare of children	Essential