

THE ROLE

Reporting to the Deputy Head Academic, the Cover Manager will oversee the administration of cover for teaching staff to ensure high quality cover is provided for absent teaching staff in a timely manner. The postholder will also be a cover supervisor and take lessons in the absence of the regular teacher.

This is a permanent position, offered on a full-time basis, 40 hours per week, term time only (35 weeks). The working hours will be 7.30am – 4.00pm Monday – Friday with a 30 minute unpaid lunch break.

The start date for this position is 29 August 2024.

RESPONSIBILITIES

The key responsibilities for this post are detailed below:

KEY RESPONSIBILITIES

- Review the cover forms submitted by teachers for planned absence and organise cover for those teaching periods when they are absent.
- Enter all teaching staff cover requirements into the school management system (iSAMS).
- Be available in good time before the start of school each morning to receive and process calls and emails from staff for unplanned absences.
- Record and arrange cover for lateness and emergency absence during the course of the day.
- Always respect confidentiality with regard to staff absence information and other personal data.
- Inform covering staff of the cover arrangements in a timely manner.
- Liaise with the Deputy Head Academic regarding the use and organisation of supply teachers, including provision of the necessary timetable and lesson information so they can undertake their duties effectively.
- Manage room changes for academic, exams, events and other purposes and ensure these are updated on the Room Change section of Sharepoint in a timely manner.
- Take cover lessons to a high standard ensuring a positive learning environment and effectively managing student behaviour in line with School policies.
- Collect instructions about the work to be undertaken by the class and ensure that the resources specified are available.
- Arrive promptly at the classroom.
- Take an accurate register of attendance.
- Return completed work to the absent teacher.
- Liaise with relevant teachers/leaders with regard to any cover work or student behaviour issues.
- Carry out other such tasks that may be required by the Head.

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

PERSON SPECIFICATION

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS AND EXPERIENCE

Essential requirements:

- Experience of working with young people preferably in the 11-18 age group

Desired but not essential:

- Experience of working within a school
- Experience of a role involving detailed organisation
- Experience of supervising young people on educational trips and visits
- Qualified to at least NVQ Level 3 or equivalent

SKILLS AND KNOWLEDGE

- Good numeracy and literacy skills
- Competence in the use of ICT to support teaching and learning
- Ability to establish positive relationships with teaching and non-teaching staff and pupils
- Work flexibly and constructively as part of a team, understanding school roles and responsibilities
- Excellent time management and organisational skills
- Strong attention to detail
- Experience of making professional, organisational decisions based on informed judgements

PERSONAL QUALITIES

- Ability to follow set instructions accurately
- Ability to manage classroom activities and the physical learning space safely
- Ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise
- Understand and respect the principles of confidentiality
- High professional standards and expectations of students and yourself
- Sense of humour

PHILOSOPHY AND ETHOS

- A commitment to safeguarding and promoting the welfare of children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children
- A commitment to the ethos and strategic direction of the school
- Strong support for the School's mission and values
- Be a good role model