



JOB SPECIFICATION

Cover Manager

Line Manager: Assistant Principal, Curriculum

Responsible to: School Business Manager

Responsible for: Lesson Cover Supervisors

**Salary Range: £22,000 to £24,000 per annum (actual)
37.5 hours per week**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate.

Our Cover Manager will provide effective and efficient arrangements for Cover across the school. They will complete administration for cover and liaise with external agencies, Principal's PA and teaching staff. They will lead the Cover Supervisors within school to ensure they provide a high-quality service and be responsible for providing cover when required. The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The Chalfonts Community College wishes to appoint an effective and reliable individual who is an effective manager and has a good rapport with young people to join our school.

The Cover Manager is responsible to the Business Manager. The Cover Manager will ensure that all classes have an appropriate teacher and support in the management of teaching cover for sickness, courses, meetings, school trips, visits etc. The Cover Manager will use the MIS system (Arbor) and maintain an up-to-date forward diary. An understanding of Arbor is an advantage however, training is provided on how to use this system to ensure the effective understanding.

The Cover Manager leads the team of Cover Supervisors who supervise lessons during the short-term absence of teachers and who are at times asked to undertake administrative tasks in departments. The Cover Manager will also act as a Cover Supervisor.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder will participate in the School's programme of Performance Management and Continuing Professional Development.

Specific Responsibilities

When leading the Cover team:

- Monitor the cover absence line and emails each morning from 7.15am;
- Liaise with the SLT/Principal/Principal's PA regarding long term absence and planned trips/course/medical appointments etc.
- Create the daily rota for cover within the school;
- Meet & Greet Cover Supervisors/Daily Supply Teachers and provide daily timetable, handbook and information on work;

- Support Cover Supervisors with queries and liaise with external agencies;
- Keep abreast of changes to Arbor and school curriculum to ensure efficient service is provided;
- Participate in training and other learning activities, as required;
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Participate in regular line lead meetings; and be a Performance Management Team Leader for Cover Supervisors.

When covering lessons:

- Supervise students while they are engaged in learning activities and deal with immediate problems and emergencies;
- Manage students' behaviour within the behavioural policy of the school;
- Complete registers within timeframes specified;
- Set high expectations of conduct whilst acting as a role model;
- Respond to students' queries on procedures, while keeping students on task;
- Promote the inclusion and acceptance of all students within the classroom within the school's policies and procedures of equal opportunities;
- Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of the students;
- Collect and pass on any completed work;
- Maintain and pass on any appropriate records, as agreed beforehand with the teacher;
- Deliver tutor session and/or supervise during assemblies, after taking an accurate register
- Support the use of ICT within the lesson as appropriate;
- Understand and ensure appropriate organisation/use of the classroom, equipment and resources;
- Accompany groups of students on school trips, ensuring their health and safety (to be at discretion of lead teacher);
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- Used to cover duties including break, lunch, before and after school.

HOURS OF WORK

Paid Weeks per year	39
Working weeks	Term Time +1
Hours per week	37.5 hours
Normal Working Pattern	Monday – Friday 7.15 – 3.15
Paid Breaks	30 minutes unpaid lunch break
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.

The Chalfonts Staff Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE
- Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy 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 (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

PERSON SPECIFICATION – Cover Manager		
	Essential	Desirable
Qualifications and experience:	<p>A good level of literacy and numeracy; Strong grasp of IT Systems</p> <p>Be educated to at least A-Level (or equivalent) standard;</p> <p>Training / awareness of child protection and safeguarding procedures.</p>	<p>Previous experience as a Cover Supervisor;</p> <p>A degree level qualification, or equivalent, would also be an advantage; however, candidates with relevant experience should not be discouraged from applying.</p>
Knowledge and skills:	<p>Have the personality and presence required to carry out required duties effectively;</p> <p>Strong organisation skills and the ability to work under pressure to support colleagues and the smooth running of the school;</p> <p>Have a good rapport with young people and be able to act as a positive role model to them;</p> <p>Be supportive of the particular ethos and expectations of The Chalfonts Community College</p> <p>Be flexible and creative in approach</p>	<p>The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;</p> <p>Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;</p> <p>Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.</p>
Personal qualities	<p>Team player</p> <p>Ability to organise and prioritise own workload</p> <p>Work under pressure and to tight deadlines</p> <p>Ability to build and sustain professional standards, relationships and personal boundaries with young people and other stakeholders.</p> <p>Emotional maturity and resilience in dealing with challenging behaviours</p> <p>Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students</p> <p>Flexible</p> <p>Meticulously accurate</p> <p>Integrity and honesty</p> <p>Commitment to self-development</p> <p>Warmth and a sense of humour</p> <p>Evidence of the stamina required to cope with the demands of the post.</p>	

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time 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, including the provision of high quality teaching and learning across the Academy and the pastoral care of the students in their charge. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.