



### **JOB DESCRIPTION**

<b>School/College:</b>	Marshland High School
<b>Job Title:</b>	Cover Manager
<b>Grade:</b>	Grade F, Point 22 - 25 (£21,074 - £23,111 per annum FTE, based on a 37 hour week) (£10.92 - £11.98 per hour) Please note that the salary will be pro rata.
<b>Hours/weeks:</b>	10 hours per week, 38 weeks per year (Term Time only), 7:30 – 9:30am, Mon – Fri
<b>Responsible to:</b>	SLT Member - Staffing
<b>Working With:</b>	Cover Supervisors Heads of Department Teachers

### **How to Apply**

Please complete a letter of application expressing your interest in this post. Please outline why you are the ideal candidate for the post, your previous relevant experience and qualifications.

Please return your letter to [recruitment@westnorfolkacademiestrust.co.uk](mailto:recruitment@westnorfolkacademiestrust.co.uk) by Noon, Friday 21<sup>st</sup> September 2018. If you have further questions or require more information please contact the above e-mail address

### **Purpose of the Job**

To manage cover for absent teaching staff on a daily basis. To contribute to the recruitment and training of cover supervisors.

## **Responsibilities**

- Record approved requests for cover as they come in and inform the Senior Management team if cover is becoming high on certain days.
- Record and organise cover for absent teaching staff on a daily basis.
- Distribute daily timetables to the team of cover supervisors and ensure that the team know which lessons they are covering and the lesson location.
- Distribute daily timetables to Teaching Staff required to cover unplanned absences.
- Liaise with the Senior Management Team on days of high cover requirements to ensure that all lessons are covered.
- Manage the day-to-day running of the cover team, including dealing with issues regarding work, student behaviour and staff complaints.

## **Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy's financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

## PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English	✓		Appl
Level 2 Maths	✓		Appl
Level 2 IT Qualification		✓	Appl

Experience and Skills	Essential	Desirable	How assessed
Significant experience of working with young people	✓		Appl/Int/Ref
Experience of working in a team	✓		Appl/Int/Ref
Experience of communicating with customers/clients	✓		Appl/Int/Ref
Experience of undertaking administrative tasks	✓		Appl/Int/Ref
Experience of using MIS and Microsoft packages	✓		Appl/Int/Ref
Experience of task prioritisation and working to deadlines	✓		Appl/Int/Ref
People Management experience		✓	Appl/Int/Ref
Skills and knowledge to deal with student safety and behaviour	✓		Appl/Int/Ref
Ability to set high standards to staff and students by personal example	✓		Appl/Int/Ref
Ability to assimilate information quickly and prepare succinct, clear summaries		✓	Appl/Int/Ref
Ability to communicate effectively to a range of audiences both verbally and in writing	✓		Appl/Int/Ref

Personal qualities	Essential	Desirable	How assessed
Good organisational and time management skills	✓		Appl/Int/Ref
Good communication skills	✓		Appl/Int/Ref
Ability to work effectively under pressure	✓		Appl/Int/Ref
Commitment to continued personal development	✓		Appl/Int/Ref
Commitment to equal opportunities	✓		Appl/Int/Ref

Appl = Application form      Int = Interview

Ref = Reference