

Job Description

Job Title: Cover Manager

Location: Unity City Academy

Hours of work: Full Time

Reports to: Assistant Vice Principal

Purpose of the Role:

To organise Teachers and Classroom Supervisors to cover staff absence due to sickness, Professional Development etc

To supervise whole classes during the short-term absence of teachers. Classroom Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task. Classroom Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development). Classroom Supervisors will not therefore be subject to a 'system of performance management' other than the general supervision application to all staff and will act under the professional direction of teachers.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities

- To be on site for 7.15 am
- To prepare cover for absent staff on a day-to-day basis
- To email all staff the cover for that day
- To organise outside supply when appropriate
- To record hours cover taken up for all staff (who covered and who covers)
- Maintain amended Timetable throughout the year in liaison with College Timetabler
- To liaise with Cover Manager at the other Campus on a day to day basis
- To fax/supply a copy of cover to the other Campus for display on Staff Room Notice board
- To record staff absences and fax/supply a copy to the Principal and Head of Campus on a daily basis
- To record staff absences and supply a copy to Assistant Personnel Manager at Frinton Campus on a weekly basis
- To post the daily cover requirements on Google mail/VLE/Staff Notice Board
- To liaise with the Examinations Officer re exam timetable and invigilators
- To organise cover requirements for Student Conferences
- To liaise with Professional Development Officer over "cover" requirements
- To check pay sheets for all outside supply staff
- To inform Drama, PE, Kitchen Staff, Caretaking Staff in liaison with the Examination Officers about exams and room changes
- To organise re-rooming during exams and other extraordinary one-off events
- To organise emergency cover during the day if staff have to absent themselves from College
- Be prepared to receive calls out of hours

- Add known absences to Staff Newsletter (SRB)
- Allocate staff to staff duties and update as necessary in liaison with Head of Campus
- Leadership arrangements of the MDA's
- Record and maintain details of staff cover

Classroom Supervisor duties:

Core Purpose:

To supervise whole classes during the short-term absence of teachers. Classroom Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task. Classroom Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development). Classroom Supervisors will not therefore be subject to a 'system of performance management' other than the general supervision application to all staff and will act under the professional direction of teachers.

Specific duties:

Support for students:

- Supervise students engaged in learning activities
- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all students within the classroom
- Keep students on task and respond to general queries

Support for teachers:

- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Keep appropriate records as agreed with the teacher
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

Support for the curriculum:

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

Support for the College:

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Participate in training and other learning activities as required
- Attend relevant college meetings as required
- To respect confidentiality at all times

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. 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.
3. The 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.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Cover Manager

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> English/Literacy and Mathematics/Num eracy to at least Level 2 of National Qualification framework. A knowledge and understanding of learners needs in a specialist area 	<ul style="list-style-type: none">
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Good understanding of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements Understanding of aims, content, teaching strategies and intended outcomes in lessons Working and supporting learners in an educational environment (<i>preferably secondary phase*</i>) Experience of effective delivery of specific areas of the curriculum to individuals and in small groups Knowledge of the key factors affecting the way young people learn Knowledge of a range of 	<ul style="list-style-type: none"> Experience of supporting learners with specific needs



		strategies to establish purposeful learning and promote good behaviour	
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none">
	Forward and strategic planning	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none">
	Abilities	<ul style="list-style-type: none"> Use of ICT to advance both own and students' learning Developed administrative skills including report writing and observations/evaluations Ability to organise, prioritise and work on own initiative Written – Ability to record basic information and undertake written tasks as required Verbal – Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a sensitive manner both in person and by telephone Ability to communicate effectively and sensitively with Academy staff, professionals and parents/carers Relationships – 	<ul style="list-style-type: none">



		<p>Experience of forming appropriate and productive relationships with students, staff and parents</p> <ul style="list-style-type: none"> • Team work – Proven experience of effective team and independent working • Ability to work with collaboratively and flexibly within a team and contribute to team development • Confidentiality – Comprehensive understanding of confidentiality issues within a school environment • Creativity – Ability to work on own initiative 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • N/A 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check 	



		<ul style="list-style-type: none">• Right to work in the UK• Show a commitment to promoting the welfare and safeguarding of children and young people• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff	
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