

## JOB DESCRIPTION

<b>Job Number:</b>	
<b>Directorate:</b>	Children and Young People
<b>Service:</b>	Heathfield Community School
<b>Job Title:</b>	Cover supervisor
<b>Reports To:</b>	Cover Manager and SLT link
<b>Main Purpose of Job:</b> Briefly – what is the job there for and why is it being done? Attach a brief organisation chart to show where the job fits.	
<p>The postholder will be responsible for the day to day cover of lessons in the absence of a qualified teacher. To support teaching and learning support staff in lessons and small group settings.</p> <p>In short, the cover supervisor will be responsible for:</p> <ul style="list-style-type: none"> <li>• Covering a lesson in the absence of a teacher</li> <li>• Ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks.</li> <li>• Managing and monitoring relevant budgets.</li> <li>• The line management of all cover supervisors including their induction, training and appraisal.</li> <li>• Supporting other departments when required such as other administrative roles and/or the behaviour team.</li> <li>• Contributing to the overall ethos, work and aims of the school.</li> </ul>	
<b>Main Responsibilities and Duties:</b> What needs to be done? – Describe the <u>main</u> responsibilities and duties <u>required of the job</u> . This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.	
<p>Job specification</p> <p>Operational: The cover manager will:</p> <ul style="list-style-type: none"> <li>• manage the staff cover system within SIMS to ensure continuity in teaching and learning.</li> <li>• ensure arrangements are in place to cover for teacher absence, deploying cover supervisors and teaching staff or arranging supply teachers as appropriate.</li> <li>• to ensure that all in the team, including the cover manager are 100% utilised for cover where possible. Where appropriate the cover manager will allocate themselves into lessons.</li> <li>• to allocate themselves to cover lessons when needed.</li> <li>• utilise staff, including the cover manager, to support the behaviour team if required.</li> <li>• to hold a timetable of lessons if required with a flexible approach to the allocation of this time.</li> </ul>	% of Time

- liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies while negotiating terms and prices where appropriate.
- ensure that all administrative duties, checks and documentation are completed to the required level of accuracy.
- meet tight morning deadlines to ensure any absences have been covered for that day, pre-empting where possible and reacting in a timely manner if an un-planned absence comes through.
- provide staff with cover details at the start of the day and when emergencies occur.
- act as the main point of contact for any problems that may occur in relation to cover.
- organise and provide cover work and materials including registers and resources.
- provide a daily cover sheet, updated as required, to relevant areas and members of staff.
- manage and develop planned and un-planned cover systems to ensure they work effectively and support the needs of the school.
- managing the cover diary and evaluate authorisation of pre-planned cover requests dependent on resources available.
- monitor the effectiveness of supply staff as per school policies and procedures, informing her/his line manager of any concerns.
- with support from their SLT link liaise with HR in the monitoring of absences
- process, input and extract information and statistics from school's system/s as required and prepare reports for her/his line manager, the headteacher and the governing body.
- advise her/his line manager, the senior leadership team and the governing body on matters relating to cover arrangements, including budgets and costs, when required.
- attend relevant meetings and training sessions.
- keep up to date with associated developments and changes in requirements and regulations, and communicate appropriate information to colleagues.

#### Personnel

The cover manager will:

- establish and maintain good relationships with all staff, students, visitors, suppliers and agencies.
- identify the training needs of cover supervisors and organise appropriate development opportunities in liaison with her/his line manager.
- complete cover supervisors' appraisals and the setting of appropriate targets.
- maintain attendance and training records for cover supervisors.
- be involved in the recruitment of cover supervisors when required.
- deal with any disciplinary issues in accordance with school procedures and policies and as directed by her/his line manager.

Expectations of all staff:

The cover manager will:

- required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- uphold the school's policy in respect of child protection and safeguarding matters.
- be subject to all relevant statutory and institutional requirements.
- be required to perform any other reasonable tasks after consultation.

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 constructed.

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 at any time after consultation with the post holder.

All staff are required to participate in the school's appraisal scheme.

**Facts and Figures:** Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.

Please see job description above for detail

### **SUPPORTING PROCESSES**

**Problem Solving and Creativity:** Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?

Work is undertaken within laid down procedures and guidelines and the nature of the job means that there are frequent interruptions. The postholder however is expected to exercise a certain amount of discretion, particularly concerning the giving out of information and when referring matters to a more appropriate member of staff.

**Decision Making:** Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.

Organises the day to day work to meet the demands of the school. Deals with the support work, telephone enquiries and visitors in the most appropriate manner and provides basic information. Operates within standard guidelines and procedures and seeks advice from more senior officers, where required.

**Physical Effort and Working Conditions:** Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings.

Significant use of IT, when maintaining records, providing information and typing various correspondence and reports.

**Contacts and Relationships:** Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating.

Daily contact with the Line Manager when discussing workload or receiving new instructions. Contact takes place with staff of the school, pupils, parents, Governors, LEA visitors and other external suppliers. These contacts are for the purpose of passing/receiving information and resolving queries.

**Additional Information:** Anything else which is relevant to the job which is not adequately covered elsewhere.

**Knowledge, Skills and Experience: (To be completed by the Line Manager)** The minimum general education standard, qualifications, training and level of experience required by the job holder to be fully effective in the job. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.

Qualification and experience

Essential:

- Studied to a minimum standard of GCSE (pass) or equivalent, in English and Maths
- Experience working with young people and supporting them with their learning
- Experience working as a cover supervisor
- Experience with line managing a small team

Desirable:

- Experience working with outside agencies and or stakeholders
- Experience working to tight deadlines

Key skills;

Essential:

- Ability to build and form good relationships with students, staff and external agencies.
- Ability to work constructively as part of a team
- Able to lead and delegate duties to members of staff building a positive ethos within the team.
- Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.

Desirable:

- knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation eg safeguarding.
- Knowledge of current cover systems and how to use these to maximise productivity.

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: ..... Date: .....

Line Manager: ..... Date: .....

Designated Senior Manager: ..... Date: .....

Nov 2021