



# Lydiate LearningTrust

## Application Pack

### Cover Manager



## Deyes High School

**Closing Date:** 16 July 2019

**Start Date:** 01 September 2019

**Salary:** NJC 20-25 £25,295-£28,785  
(pro rata salary £21,661-£24,650)

**Contract Term:** Permanent/Term Time Only



## ENGAGE, ENABLE, EMPOWER

***“We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”***

### **We do this by...**

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

# Welcome



Dear Applicant,

Thank you for your interest in the position of Cover Manager. This pack has been designed to provide you with all the information required to submit an application to us. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

Deyes High School is a vibrant, ambitious and oversubscribed school that is rated 'good' by Ofsted. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

School leaders and governors are looking to appoint a new full-time permanent Cover Manager at Deyes High School. The successful candidate will be passionate and want to help all children to reach the stars.

If you are keen, enthusiastic and wanting to have a positive impact on the quality of education received by all students at Deyes High School, we look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'P. Duffy'.

**Mr P Duffy**  
**Head of School**  
**Deyes High School**

A handwritten signature in black ink, appearing to read 'A. Stahler'.

**Mrs A Stahler**  
**CEO/Executive Headteacher**  
**Lydiate Learning Trust**

## We Offer

- An Academy with a strong vision and ethos;
- An opportunity to develop your career within the supportive environment of Lydiate Learning Trust;
- Fantastic students and staff who are keen to do well, hardworking, enthusiastic and supportive;
- A supportive and aspirational community;
- A bespoke CPD programme;
- An opportunity to work with the other Lydiate Learning Trust Schools;
- The opportunity to contribute to teacher training via our AMP SCITT.

## How to Apply

**The position is required for 01 September 2019**

**Closing Date: 8:00am, Tuesday 16 July 2019**

**Shortlisting: Tuesday 16 July 2019**

**Proposed Interview Dates: Thursday 18 2019**

**Please submit a full application form and a letter supporting your application (Max 2 sides of A4) to [recruitment@lydiatelearningtrust.co.uk](mailto:recruitment@lydiatelearningtrust.co.uk) quoting Cover Manager in the subject line.**

## Safeguarding

To fulfil our safeguarding requirements, please complete an application form and equal opportunities monitoring in recruitment form, both are available to download from the employment opportunities page of the Deyes High School website.

## Equal Opportunities

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you return an equal opportunities monitoring form and return it with any application you make to LLT.

## Job Description

### Cover Manager

<b>Purpose:</b>	<ul style="list-style-type: none"><li>• To manage all day to day short-term cover for staff absence, including daily duties' rotas, providing fair and effective allocation of cover at all times.</li><li>• Being team leader for cover supervisors and coordinating and or assisting in additional administration within the needs of the school.</li><li>• To supervise students undertaking work which has been set in accordance with the school's policy for cover supervision.</li><li>• To work under the guidance of teaching staff within an agreed system to supervise whole classes during the short-term absence of teachers and to respond to questions and generally assist students in undertaking set activities when fulfilling this supervisory role.</li></ul>
<b>Reporting to:</b>	Deputy Headteacher
<b>Responsible for:</b>	Quality of Education
<b>Liaising with:</b>	Senior Leadership Team, Students, Staff, Partner Schools and other external agencies.
<b>DBS Check:</b>	Enhanced Level
<b>Salary</b>	NJC 20-25 £25,295-£28,785 (pro rata salary £21,661-£24,650)

### Core Duties

#### Main Duties

- To administer the cover system in accordance with the School's process and procedure
- To administer the daily staff duties rotas including morning, break, lunch time and end of day duties.
- To receive calls from staff regarding their absence
- To allocate cover effectively and efficiently for all teaching staff absences and to
- inform relevant staff of any changes to the cover list
- To liaise daily with supply agencies and book staff as required
- To liaise daily with cover supervisors and support staff, including advising them of any future known absences
- To be the main point of contact for supply staff.
- To liaise with supply agencies and authorise staff timesheets
- To take lead responsibility for the induction of supply teachers
- To monitor statistics on teaching staff absence, entering data on the computerised system and producing daily reports
- To ensure a bank of cover work for lessons in tandem with Directors of Learning
- To arrange re-rooming of lessons as necessary

## Core Duties

### Support for students when supervising classes in the absence of the teacher

- To invigilate internal and external examinations when required.
- To register and record student attendance.
- To instruct students regarding the work left by their teacher.
- To provide students with the necessary resources for their learning.
- To enable orderly entrance and exit of classrooms.
- To promote the inclusion and acceptance of all students within the classroom.
- To create a calm and purposeful environment in which students can complete work set by the classroom teacher and engender high expectations.
- To follow school systems and procedures on behaviour management.
- To report back as appropriate using the school's referral procedures on the behaviour of students during the class and any issues arising.
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To liaise with teacher(s) about cover work.
- To be aware of particular students' specific needs.
- To support students in using basic ICT as directed.

### Support for the School

- Support for the Curriculum when supervising classes in the absence of a teacher.
- Be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings, including staff meetings.
- Participate in training and other learning activities and an annual performance review as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Supervise students on visits, trips and out-of-school activities as required.
- Provide clerical/admin support as required.

**Note** This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

### General

- This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may

## Core Duties

be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

- School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

The above requirements are specific to the role and complement the current duties of a Cover Manager. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title

## Person Specification

### Cover Manager

#### A. Skills

Ability to lead and manage a team.	E
Ability to work effectively within a team environment, understanding classroom roles and responsibilities.	E
Ability to build and maintain effective working relationships with all pupils and colleagues.	E
Ability to organise, lead and motivate a team of staff, ensuring effective communication and deployment, and demonstrate the potential to effectively manage a team of staff.	E
Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate.	E
Ability to adapt own approach in accordance with pupil needs.	E
Ability to continually develop and extend own working practices.	E
Demonstrate the potential to contribute to the School Senior Management Team.	E

#### B. Knowledge & Understanding

Advanced understanding of national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas, etc.	E
Good working knowledge of SIMS.	E
Understanding of principles of child development, learning styles and independent learning.	E
Minimum 4 years' experience of working with children in an educational setting (within specified age range/subject area).	E
Working knowledge of relevant policies/codes of practice/legislation.	E
Understanding of statutory frameworks relating to teaching and learning.	E
Understanding of inclusion, especially within a school setting.	E

Experience of resources preparation to support learning programmes.	E
Effective use of ICT to support learning.	D
Understanding of other basic technology – video, photocopier.	D

### C. Qualifications & Training

Willingness to participate in relevant training and development opportunities including higher level teaching assistant training.	E
A minimum of GCSE Grade C in English and Mathematics or equivalent.	E
Evidence of continuing professional development.	E

### D. Professional Values & Practice

#### Must be able to demonstrate the following:

High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.	E
Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.	E
Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work .	E
Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.	E
Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.	D
Able to improve their own practice through observations, evaluation and discussion with colleagues.	D

### E. Special Requirements

Requirement to complete Support Staff Induction Programme.	E
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### F. Confidential references

Positive recommendation from all referees, including current employer	E
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