

JOB DESCRIPTION COVER MANAGER

THE SCHOOL

RMS is a leading independent girls' day/boarding School with 940+ pupils aged 2 to 18 and over 240 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website www.royalmasonic.herts.sch.uk for more information about our thriving school, with its excellent value-added results and inclusive community spirit that encourages both girls and staff to work to their potential and beyond.

THE ROLE

Reporting to the Deputy Head, Academic the role of the Cover Manager will be to ensure students are supervised in lessons when teachers are unavailable. The post holder will be required to take responsibility for managing and organising cover for absent teachers to ensure continuity in learning for students. The role will involve advising SLT on the need to bring in external supply as well as organising and providing induction and support for supply agency staff. The Cover Manager will need to communicate effectively with students, colleagues and external agencies and be able to work flexibly to meet deadlines and respond to unplanned situations. The role will involve the proficient use of IT and development of efficient systems to meet the school's needs. The role will also involve the supervision of classes or groups of pupils in the short-term absence of their teacher and ensure that the work set for the lesson is completed. The primary focus will be to keep pupils engaged with the learning task, and to keep good order. The ability to relate well to young people is essential. Experience, although desirable, is not essential as training and support will be provided.

JOB SPECIFICATION

The main duties and responsibilities of the post holder include but are not limited to;

- liaising with external agencies and staff professionally, ensuring sufficient cover at all times
- monitoring and managing the distribution of cover across staff
- providing cover for lessons, thus reducing the amount of cover carried out by teachers.
- improving the quality of learning in lessons where the classroom teacher has set work but is unable to be present

- taking responsibility for a class of students in lesson time (including registration), having due regard for their health and safety and for the school's high expectations of behaviour and work.
- giving work set by teachers to classes and return work to teachers.
- completing cover work feedback form and return to teacher.
- supervising and, where possible, supporting the students in their class work, ensuring that the work set is undertaken with due regard to the time allocated.
- liaising with teaching staff regarding work set in class and with form tutors and Heads of Year as appropriate.
- implementing the school's behaviour policy and behaviour management strategy.
- contributing to the aims of the school.
- being aware of and executing effectively the post holder's responsibility for promoting and safeguarding the welfare of young people with whom he/she is likely to come into contact.
- accompanying where required, school day trips and other activities under the leadership of teachers.
- assisting the administration and academic support staff and carrying out other duties as may be reasonably required
- taking responsibility for Health & Safety, ensuring that all accidents reported appropriately.
- acting as the main point of contact for any problems that may occur in relation to cover.
- providing staff with cover details at the start of the day and when emergencies occur.
- ensuring cover work has been set, including materials, registers and resources.
- providing a daily cover sheet, updated as required, to relevant areas and members of staff
- monitoring the effectiveness of supply staff as per school policies and procedures, informing the line manager of any concerns.

PERSON PROFILE

The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the School community

PERSON SPECIFICATION

Experience and skills;

The following are essential;

- A minimum of a C grade in English Language and Maths GCE 'O' level or GCSE.
- Sound organisational skills
- A demonstrable desire to motivate young people to achieve their very best.
- Excellent communication skills, both verbal and written
- Outstanding IT skills
- Proven ability to work on own initiative
- Experience managing and monitoring budgets, producing required reports
- A record of good health and attendance and smart personal appearance.

The following are desirable

- Previous experience of working in a school environment.

Personal Attributes:

The successful holder of this post will need to demonstrate that he/she:

- Uses their initiative and ability to prioritise one's own work and make informed decisions.
- Is able to follow direction and work in collaboration with line manager and the Senior Leadership Team.
- Has the ability to work flexibly to meet deadlines and respond to unplanned situations.
- Is efficient and meticulous in organisation.
- Demonstrates a commitment to enhance and develop their skills and knowledge through CPD.
- Is committed to the highest standards of child protection and safeguarding.
- Recognises the importance of personal responsibility for health and safety.
- Demonstrates an affinity with and understanding of the ethos and values of the school

TERMS OF EMPLOYMENT

The terms of employment include:

- 40 hours per week, term time, 35 weeks per year, to include all staff INSET
- Monday to Friday, 7.30am until 4.00pm
- The post holders pay on the RMS Support Staff Pay Scale will be S24 (£13.80 per hour) to S30 (£15.42 per hour) depending on experience/qualifications.
- Free car parking
- Preferential gym membership
- School fee discount – subject to terms and conditions of the policy
- Staff Pension Scheme
- Free lunches when the School's catering facilities are open

REVISION OF JOB DESCRIPTION

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.

DISCLOSURE AND BARRING SERVICE

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline