




# Saint Edmund Arrowsmith

## Catholic Academy

POPE FRANCIS MULTI ACADEMY TRUST

### COVER MANAGER

*"He has come so they may have life and live it to the full" John 10:10*  
*We are called to serve with Love, Inspiration, Empowerment and Joy*



This prospective applicant pack provides all the relevant information that you will need to apply for the vacancy that is advertised. The pack also provides a lens into our school community through content that we have curated for you.



Closing Date: Monday 16th  
September 2024 - 12pm  
Cumber Lane, Whiston, L35 2XG

# COVER MANAGER



Saint Edmund Arrowsmith

Catholic Academy

POPE FRANCIS MULTI ACADEMY TRUST

## Cover Manager

*Required for September 2024*

**Post reference grade; Grade H, Scale 23-25 ; £27,788 - £29408**

**36 hours per week. Term time only plus 5 days.**

**Responsible to: Business Manager**

***To commence as soon as possible***

The Pope Francis Multi Academy Trust has been established by the Archbishop of Liverpool to provide the very best Catholic education for the young people in our schools and is supported by the Archdiocese of Liverpool Secondary School Improvement Trust (ALSSIT).

Saint Edmund Arrowsmith Catholic Academy are looking to appoint a suitably qualified Cover Supervisor to provide class cover when teaching staff are absent or unavailable, to ensure stability and continuity for pupils whose lessons are affected by the short term absence of the teacher. This role will also involve scheduling and directing cover staff to where they are required – holding them to account for being on time and delivering quality provision.

The successful candidate must possess relevant qualifications and/or experience, have high expectations of pupils, be highly committed, enthusiastic and able to work independently as well as part of a team.

**Pope Francis Multi Academy Trust is committed to safeguarding, to promoting the welfare of children and adhering to the equality act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service Check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.**

**By engaging in the recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2022.**

***The applicant will be required to safeguard and promote the welfare of children and young people.***

***Closing date Monday 16th September 2024, 12pm***

***For further information please email:***

***jobs@seaca.pfcmat.org***

***The relevant application forms can be accessed online:***

***<https://www.stedmundarrowsmithcatholicacademy.org/Vacancies/>***

# COVER MANAGER

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## Cover Manager

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

### Main Purpose

- Liaise with supply agencies to book supply teachers where required.
- Direct the cover staff to where they are required – holding them to account for being on time and delivering quality provision.
- Carry out the duties of a cover teacher.
- Supervise students in their work during the absence of their teacher.
- You will liaise with Subject Leaders and other teaching staff within the team in which there is an absence, where possible, to ensure that instructions are clarified.
- You will liaise with LSAs regarding individual students being supported in any class being covered.
- You will administer clear instructions to the class, based on the detailed work set and actively supervise students as they carry out work.
- You will inform the subject teacher of any non-participation by individual students.
- You will contribute to the evaluation of work set for cover lessons.
- You will provide feedback on learning activities and contribute to Academy review and development planning.
- Promote inclusion and acceptance of all pupils.

# TEACHING ASSISTANT

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## Support for the Academy

- Have knowledge of and comply with the academy policies and procedures. Report any concerns of breach of policy or procedure through the correct channels.
- Be aware of and support difference to help ensure that everyone has equal access to the services of the academy and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the catholic ethos of the academy.
- Contribute and support the aims of the academy development plan and evaluation process.
- Contribute and support any external monitoring, evaluation or review processes as required.
- Attend and participate in meetings as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in the academy appraisal process, undertaking personal development through training and other learning activities.
- Accompany teaching staff and pupils on visits, trips and out of academy activities as required.
- Assist with the supervision of students out of directed lesson time, including before and after academy,
- if appropriate and within working hours.
- Act as a First Aider, including the administration of medication. (Training will be provided)
- Act as a Fire Marshall. (Training will be provided)
- Act as an invigilator (Training will be provided)

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

***Note** This is not a comprehensive list of all tasks which may be required of the postholder. it is illustrative of the general nature and level of responsibility of the work to be undertaken, consummate with the guide.*

# PERSON SPECIFICATION

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## Personal Attributes

### Skills

- Ability to work effectively within a team environment, understanding classroom roles and responsibilities.
- Ability to build and maintain effective working relationships with all pupils and colleagues.
- Ability to promote a positive ethos and role model positive attributes.
- Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate.
- Ability to adapt own approach in accordance with pupil needs. Excellent personal numeracy and literacy skills.
- Have the ability to work flexibly as part of a team
- Good organisation, time management, communication and interpersonal skills
- Previous experience in a similar role, ideally within an educational setting.
- Strong communication and interpersonal skills to liaise with staff, students, and external agencies. A proactive and problem-solving mindset, with the ability to think on your feet and make decisions under pressure.
- Proficiency in IT systems and software, including Microsoft Office and database management.
- Knowledge of the education sector, including relevant policies and regulations.
- A commitment to safeguarding and promoting the welfare of students.
- Flexible and adaptable to changing situations and requirements.
- Be willing to undertake first aid training
- Help foster a culture of high expectations
- Have a commitment to the school's ethos and vision
- Model professional standards across all areas of work

### Knowledge and Understanding

- Minimum 2 years' experience working with and or caring for children of relevant age/subject area, in an educational setting.
- General understanding of national/foundation stage curriculum and other basic learning programmes/techniques. Basic understanding of child development and learning.
- Ability to relate well to children and adults.
- General awareness of inclusion, especially within a academy setting.

### Qualifications and Training

- Achieved or working towards a Level 2 qualification in Maths/numeracy and English/literacy.
- NVQ 2 for Teaching Assistants or equivalent qualification or experience.
- Training in relevant learning strategies e.g. literacy / numeracy. Willingness to undertake appropriate first aid training.

# PERSON SPECIFICATION

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## Professional Values and 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 linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.
- Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work Ability to work collaboratively with colleagues, and carry out role effectively.
- Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.
- Able to improve their own practice through observations, evaluation and discussion with colleagues.
- Ability to respect and support the aims and objectives of our Catholic school
- Good team member.
- Drive and enthusiasm.
- Ability to build and maintain successful relationships with pupils, treat them consistently with respect and consideration and demonstrate concern for their development as learners.
- Friendly and able to relate well to staff / parents/carers.
- Good timekeeping and attendance record.
- Occupational Health Medical Clearance.
- Full DBS check.

# APPLICATION PROCESS

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*The relevant application forms can be accessed online:*

*<https://www.stedmundarrowsmithcatholicacademy.org/Vacancies/>*

*For further enquiries please email*

*[jobs@seaca.pfcmat.org](mailto:jobs@seaca.pfcmat.org)*

Completed applications should be returned electronically for the attention of **Mr J Adamopoulos**, Business Manager, to [jobs@seaca.pfcmat.org](mailto:jobs@seaca.pfcmat.org) . Unfortunately the school is currently unable to accept postal applications.

**Closing date: Monday 30th September 2024, 12pm**

**Closing date:**

**30TH  
SEPTEMBER  
2024**

**12pm**