



Wheatley Park School

Everyone Learning - Everyone Caring

11-18 Academy and member of the River Learning Trust

1090 on roll 184 Sixth Form

COVER MANAGER

37 Hours per week Monday - Friday term-time only plus 1 week (39 weeks)

Grade 8 £24313 to £26999 (£21059 to £23385 pro rata)

Required as soon as possible

Do you want to make a positive difference to young people's lives?

We are looking for an excellent Cover Manager to lead our energetic, enthusiastic and highly skilled team of cover teachers. Ensuring that our students have a calm, focused and productive learning experience on the occasions when their ordinary classroom teachers are unavailable is an important factor in their overall academic success.

As Cover Manager, you will not only be responsible for the efficient administration of our systems to ensure that supervision is in place for all planned and unplanned absences, stepping in to cover lessons yourself as and when necessary. You will also be responsible for training, monitoring and holding the cover team to account to ensure that students are always receiving a high quality experience, as well as liaising effectively with teaching staff so that appropriate work is provided in a timely manner.

In collaboration with senior staff, you will make decisions to deploy our resources strategically and with financial efficiency.

We will offer comprehensive training with regard to the administrative element of the role and the opportunity to work in a very supportive environment with high morale.

Our school is part of the River Learning Trust; our collective vision is to be a Trust where pupils and staff thrive in schools which demonstrate:

- all-round education, academic success, lifelong learning and strength of character
- sustainable continuous improvement; no school standing still
- all schools being good and outstanding, or improving rapidly
- collaboration that is raising standards, and reducing workload
- where pupils, staff, parents and communities value all we do to support the best possible outcomes and experiences for our children and young people

If you would like to know more, or arrange a visit, please contact Mrs Pat Mason (HR Manager) on 01865 877634 or by email to pmason@wheatleypark.org. Full details can be found on our website [here](#). Applications for this post can only be accepted via the TES website [here](#). To find out more about the River Learning Trust, please visit www.riverlearningtrust.org.

Wheatley Park School is committed to safeguarding and promoting the welfare of all children and young people and to preventing extremism. Wheatley Park School expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check. Wheatley Park School is an equal opportunities employer.

Closing date: 9am Monday 11 November 2019

Interview date: Monday 18 November 2019

Wheatley Park School, Holton, Oxford, OX33 1QH. Tel: 01865 872441 Fax: 01865 877666 www.wheatleypark.org



Wheatley Park School

JOB DESCRIPTION

Post Title:	Cover Manager
Available From:	As soon as possible
Hours:	37 hours per week term time only plus 1 week (39 weeks)
Job Purpose:	To ensure that efficient and effective arrangements are in place for the supervision of students' learning when the class teacher is absent. To hold line management responsibility for members of the cover team; to undertake the duties of a cover supervisor; to implement school policies and procedures as appropriate in day-to-day activities.
Main Duties:	<ul style="list-style-type: none">● Administer teacher absence cover including exams cover, visits etc: Processing staff requests for cover in liaison with senior staff Arranging internal cover for teaching staff Forecasting and arranging external supply cover Producing/distributing Absence Cover statistics Liaising with supply agencies when appropriate, including making relevant safeguarding checks● Ensure effective management and deployment of physical, financial and human resources● Working under the direction of the line manager, discretion to make decisions with regard to budget● Liaise with the teachers responsible for setting work.● Lead Cover Supervisors in providing appropriate supervision for students whose teacher is absent for any reason; monitor the experiences provided for students; liaise with other school staff to ensure barriers to learning and achievement are overcome● Liaise with appropriate members of staff on matters concerning students.● Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters.● Identify and share good practice across the team.● Ensure quality assurance processes and practices meet the requirements of self-evaluation and improvement planning.● Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.● Participate in the recruitment process for staff to join the cover team.● Ensure appropriate and effective induction of staff new to the cover team in association with senior staff.

	<ul style="list-style-type: none"> ● Establish effective and efficient working practices to enable high quality cover supervision. ● Ensure clear understanding within the cover team through effective team meetings and other communications. ● Promote teamwork within the cover team and motivate staff to ensure effective working Relationships. ● Undertake formal performance management reviews of members of the cover team, in accordance with the published schedule, including pay progression decisions where appropriate. ● Ensure issues identified through the quality assurance and performance management processes are effectively addressed for all team members, including participation in formal procedures where appropriate.
Responsible to:	Assistant Headteacher, Headteacher, Governing Body.
Responsible for:	Cover Supervisors
Salary Level:	Grade 8
Knowledge/Skills	<ul style="list-style-type: none"> ● IT literate with an understanding of using ICT to support learning ● Excellent communication skills, both written and spoken ● An interest in and an understanding of how young people learn. ● Ability to lead and motivate young people ● Able to form positive relationships with school students while exercising authority in the classroom ● Sound judgement in the classroom including patience, tenacity and a sense of humour. ● Good organisational skills and the ability to develop efficient and effective working practices ● Good people skills and the ability to work independently and as part of a team ● Ability to deal with challenging situations in a positive and professional manner ● Able to understand broad issues in an educational context ●
Additional Duties:	<ul style="list-style-type: none"> ● Be aware of and comply with policies and procedures relating to child protection, health, safety and security, behaviour management, confidentiality and data protection, reporting all concerns to an appropriate person. ● Play a full part in the life of the school community; support the school's priorities and ethos and encourage staff and students to follow this example. ● Undertake personal professional development activities, as agreed with senior staff. ● Undertake any other responsibilities as reasonably requested by the Headteacher.

Safeguarding	Wheatley Park School is committed to safeguarding and promoting the welfare of children and young persons; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 form current/latest employer) and evidence of the formal qualifications required for the role.
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October 2019



Wheatley Park School

COVER MANAGER

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Training/ Knowledge	Education to Level 3 (A level or equivalent). Maths and English min Grade C GCSE. Knowledge of the secondary school curriculum.	Educational qualifications beyond 'A' Level/Degree Level. Knowledge of key trends and current issues in education
Experience	Some experience of working with secondary school age students	Experience in a secondary school context Experience working as a cover supervisor Experience of working with a range of partners Experience of managing a budget
Skills	IT literate with an understanding of using ICT to support learning Excellent communication skills, both written and spoken Good organisational skills and the ability to develop efficient and effective working practices Ability to lead and motivate young people, able to command attention and promote good behaviour Ability to relate positively to young people and enjoy their company. Ability to adapt to a range of curriculum areas Diplomacy, tact and discretion	Working knowledge of SIMS Leadership skills
Aptitudes	Ability to be flexible and to learn in post Ability to remain calm under pressure Patience, resilience and a sense of humour.	Stamina

Other	Ambitious to do the job well. Willing to engage in training during the school day and occasionally after school	
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October 2019