

JOB DESCRIPTION

Employment Details	
Job Title	Cover Manager
Reports to	Assistant Principal
Salary Band	WHF NJC N

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
<ul style="list-style-type: none"> To manage a team of cover supervisors to support the school To be responsible for setting up in-house supply team to fit the needs of the school To fulfil the recruitment induction, training and development needs of the cover team within the school

Responsibilities
<ul style="list-style-type: none"> Ensure all cover work is collated from the teachers and provide them with necessary cover. Liaise with staff within the school with regard to covering classes and contact the approved supply teaching agencies when necessary. Coordinating registers/class photos/cover work for supply teachers to collect Produce a daily report of all cover arrangements each morning Keep abreast of all school events which may affect a teacher's availability to attend classes and plan class cover for teachers due to attend training, educational events and other pre-arranged activities. Liaise with appropriate teaching staff, Heads of Faculty and Senior Leadership Team with regards to teaching cover arrangements for all school events and the likely costs to be incurred Keep abreast of the school's class timetables and subsequent teaching cover requirements Check all trip applications to ensure that there are enough cover supervisors to cover planned absence within the school Liaise with members of staff responsible for CPD training and ensure all lessons are covered when needed Line manage the Cover Supervisor team Keep a log of all staff absences, including the reason for absence and the anticipated date of return to school; recording all absences on the appropriate MIS To ensure all Payroll Administration is undertaken adhering to TWHF policies and procedures and payroll cut-off dates Complete paid/unpaid leave forms To ensure absence returns for teaching and support staff are collated and sent to payroll in line with relevant deadlines to ensure staff are paid in a timely manner Record all supply teaching arrangements appropriately in the school's supply cover diary. Ensure that appropriate staff and heads of departments are aware of teacher absence and cover arrangements in place

- Check invoices for supply teaching prior to the school's payment. Monitor the supply teaching budget, record the cost of supply teaching on an ongoing basis. Alert the Finance Lead/Principal to potentially high costs with regards to teaching cover in any given period
- Produce a weekly report detailing all of the school's supply requirements

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:

Issue Date:

Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> Minimum Grade A*-C in Maths and English 	

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> Line management experience Experience of working with supply agencies Previous experience of working in a school Sound working knowledge of Microsoft Office applications and excellent IT skills including word processing and emails Ability to undertake a range of tasks involving the application of rules, procedures and techniques Ability to liaise with others with a view to changing procedure. Effective written and verbal communication skills Decision-making and able to take risks Able to interpret guidelines and consider and develop a range of solutions to achieve outcomes Able to establish good relationships with teaching and support staff Flexibility to respond to last minute requests for cover and interruptions 	<ul style="list-style-type: none"> Role requires the ability to carry out a range of advanced activities across a number of functions within the school e.g. tact is required when speaking with staff when organising cover or manipulating various computer applications to assist the post-holder

Specialist Knowledge

Essential	Desirable
<ul style="list-style-type: none"> Understand whole school policies in respect of cover and decide upon the best way to implement and communicate change to ensure processes are legally acceptable and clearly understandable by all staff. Responsible for implementation of solution, success measured primarily through statistics. Working with new teachers and admin staff to make sure they comply with reporting absence 	

Personal Traits

The successful candidate will:

<ul style="list-style-type: none"> Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
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- Have values that align with the ethos and culture of The White Horse Federation.