

COVER AND EVENTS MANAGER

JOB TITLE:	Cover and Events Manager
RESPONSIBLE TO:	Deputy Headteacher, Director of VI Form & Career Pathways
GRADE:	Scale G (points 18-22)
HOURS:	37 hours per week. Term time plus 3 weeks Monday – Friday

1 PURPOSE AND SCOPE

- 1.1 In accordance with the practices and procedures of the school to ensure high quality in-class supervision for students when teachers timetabled for classes are absent, managing all aspects of absence and cover requirements
- 1.2 To contribute to the success of the school through the development and planning of effective and efficient support services, including the organisation of the school calendar of events
- 1.3 Manage impact of absence on staff and students, day-to-day management of issues to provide highest quality school experience for students at NDHS and minimal disruption to teaching and learning

2 ORGANISATIONAL RESPONSIBILITIES

- 2.1 Lead on HR process relating to all teaching and support staff absence. Carry out all informal meetings and organise all formal meetings. Provide all evidence and paperwork for formal absence meeting, including support to all HODS and Leadership Team links. Oversee management of staff absence system ensuring all triggers of absence are addressed in a timely manner to improve staff attendance
- 2.2 The post holder has line management responsibility for the team of learning supervisors & sixth form academic tutors (six staff) employed at the school and daily management responsibility for any supply teachers employed. Organise Supply payment, performance and legalities in line with GCA Framework legalities
- 2.3 To liaise with teachers, support staff and external agencies as appropriate to deliver a high standard of service in the role
- 2.4 To strategically manage a timetable of events to maximise student experience with minimal impact on teaching and learning alongside the day to day operation of the school
- 2.5 Ensure short/long term absence is managed so that, impact on teaching and learning is minimal. Strategic leadership of managing absence and addressing issues with Line Managers of staff who have triggered reviews in line with the absence policy. Liaise with LT in order to help identify replacement-teaching staff who will maintain the high standard of

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Teaching & Learning. Build relationships with staff; help identify reasonable adjustments to work if needed to keep staff in work

- 2.6 Develop best practice for school operation with members of LT / HOD; working on project and analysis. Implementing changes from consultations with Head / LT on how improvements might be made across the school relating to absence/events/trips
- 2.7 Be the first point of contact for any day-to-day school operations; prioritise issues and manage/coordinate to ensure the effective operational organisation of the school day
- 2.8 Take the lead on organisation for major school events e.g. Sponsored Walk, Cathedral Mass and School Prize Evening organising all event duty allocation, communications to staff and complete relevant risk assessments and upload onto Evolve. Create Prize Evening booklet, certificates and related preparation for the evening. Work with Line Manager to ensure effective management of the event
- 2.9 Manage communication and liaison with multiple teams; coordinate site team / events / data admin / IT / teaching staff / support staff and DE conflict with staff in the organisation of all events
- 2.10 Organise break and gate duty rotas annually, updating as required

3 MAIN DUTIES AND RESPONSIBILITIES

COVER

- 3.1 To ensure high quality in-class supervision for students when teachers timetabled for classes are absent
- 3.2 To promote a positive student-focused approach, encouraging high levels of teaching and learning within the cover team
- 3.3 To manage the cover arrangements, including monitoring performance and informing the development of future school policy
- 3.4 To administer the cover system in accordance with the School's policy.
- 3.5 To receive calls from teaching staff and support staff regarding their absence (Either directly or by monitoring the teacher absence reporting lines) inform LM/HOD.
- 3.6 To allocate cover effectively and efficiently for all teaching staff absences and to inform relevant staff of any changes to the cover list
- 3.7 To liaise daily with supply agencies and book staff as required
- 3.8 To oversee the supply budget, monitoring costs, contracts with supply agencies and to authorise staff timesheets and oversee all return to work forms on Adobe
- 3.9 To take lead responsibility for the induction of supply teachers and learning supervisors
- 3.10 To monitor and manage statistics on teaching and support staff absence, entering data on the computerised system and advising leadership of any trigger levels identified
- 3.11 To arrange re-rooming of lessons as necessary
- 3.12 To undertake the role of learning supervisor as required

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EVENTS

- 3.13 To liaise with the Head teacher and LT, to organise the school's annual calendar of events. Create the school calendar for staff use and update as required, including a link to website public facing calendar
- 3.14 To liaise with the school site team and event leader for the setup of events as required
- 3.15 To act as a point of contact for all school events requests and manage a co-ordinated approach across the school academic year
- 3.16 To produce the school calendar and ensure that it is effectively communicated to internal staff, governors, PTFA and external agencies as appropriate
- 3.17 To attend leadership or other management meetings to report on the effectiveness of events, where required
- 3.18 To contribute to school policy on events and develop efficient internal procedures for events
- 3.19 To organise and the annual photographer visits, including the arrangement of classes and all whole school photos including relevant risk assessments
- 3.20 To arrange re-rooming of lessons as required, for daily events & busy exam periods
- 3.21 To act as an ambassador for the school with external agencies using the school premises for events
- 3.22 Strategically manage the impact that trips and events could have on teaching & learning.

TIMETABLING

- 3.25 To liaise with teachers and curriculum leaders in the resolution of any timetable related problems, day to day
- 3.26 To manage any short-term room changes relating to room booking and events

LETTINGS

- 3.27 To act as the first point of contact for all lettings enquiries (verbal or written)
- 3.28 In accordance with the school lettings policy, manage all out of hours lettings
- 3.29 To effectively manage the marketing of the school facilities & drive development opportunities.
- 3.30 To maintain a computerised lettings diary and ensure that all external users adhere to the school lettings policy
- 3.31 To liaise with colleagues to ensure that the school lettings arrangements are effectively managed and organised.

4 OTHER RESPONSIBILITIES

- 4.1 To produce papers for Leadership Team as required
- 4.2 To produce papers for Governor meetings as required relating to staff absence
- 4.3 To seek service user views of the quality, friendliness and efficiency of the cover team services and discuss outcomes/improvements with line manager

5 GENERAL DUTIES

- 5.1 Be aware of and comply with statutory policies and procedures relating to the data management process in the school (for example, Data Protection Act & Freedom of Information Act)
- 5.2 Carry out duties with the due regard to the school's policies on equal opportunities, health and safety and quality assurance
- 5.3 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 5.4 Participate in training and other learning activities as required and to participate in appraisal and professional development

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- 5.5 To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- 5.6 Undertakes other similar duties and activities that fall within the grade and role and any other duties as may be reasonably required by the Head teacher

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The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to explain the main duties and responsibilities of the post, every individual task undertaken may not be identified.

Special Conditions of Service:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school

PERSON SPECIFICATION

Experience	Experience of working in a support capacity in a school with pupils of relevant age or in an appropriate learning environment. Experience of producing specialist reports Experience of analysis of data bases Experience of line management of staff	Desirable Essential Desirable Desirable
Qualifications and Training	Good literacy and Numeracy skills to NVQ2 Good general level of education and to NVQ3/NVQ4 level Commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	Essential Highly desirable DBS/Interview
Knowledge and Skills	Basic knowledge of first aid Understanding of relevant behaviour policies and procedures Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment; An understanding of education policy and procedures (e.g. every child matters, rarely cover) Working knowledge and skills of ICT; Ability to encourage pupils to learn using pre-set material; Ability to undertake varied duties; Ability to line manage a team; Good communication skills with people at all levels;	Desirable Desirable Desirable Essential Essential Desirable Essential Essential Essential

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	<p>Ability to gain respect of pupils through manner of confidence and authority; Able to organise yourself in the context of varied tasks and remain flexible, with time, around a diverse workload. Effective time management and organisation skills Responsibility for the management of a budget</p>	<p>Essential Essential Essential Desirable Desirable</p>
<p>Personal Qualities</p>	<p>Able to work calmly under pressure; Ability to critically evaluate own performance and make any necessary changes to be more effective Commitment to the Catholic Ethos of the school Enthusiasm Honest, reliable, loyal The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.</p>	<p>Essential Desirable Essential Essential Essential Interview/Application form</p>