

JOB ROLE
JOB PURPOSE • To provide consistency and allow for continuity through the curriculum for students. • To manage the daily class cover arrangements and organise internal and external cover. • To line manage the cover supervisors. • To promote and safeguard the safety and well-being of all pupils and young people.
RESPONSIBILITIES • Respond to the absence line and arrange cover on a daily basis from 7:00 am • Prepare absence cover for pre-planned absences • Ensure there is cover work, registers and relevant resources for cover supervisors and supply agency staff • Meet supply staff and provide them with an induction to the school on arrival • Plan the deployment of cover staff ensuring all absences are covered. • Inform line managers of absences in their team • Maintain a bank of departmental student work for last minute absences. • Collect and collate written confirmation from agencies providing all DBS disclosure information and verify ID for supply staff. • Contact supply agencies to ensure cover is arranged by the start of school • Maintain good relationships with agencies to ensure we are provided with regular good quality staff. • Manage planned events, such as drop-down days, ensuring cover is prepared and room changes are notified in advance • Cover lessons in line with the school ethos and values. • To keep the short-term supply budget under review and work with the school business manager to flag any potential overspends • Maintain confidentiality regarding a staff member's absence. • Alert SLT if cover if absences can't be accommodated • Model excellent practice to the community • Support new members of the team, providing induction and support. • Ensure that standards of behaviour in classes support effective learning and take action to manage inappropriate behaviour. • Show commitment and responsibility for own professional development and ensuring best practice in classroom teaching and learning.
OTHER DUTIES • To be familiar with and adhere to all School Policies. • To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety. • To support the aims and ethos of the school and promote good relationships with students, colleagues and parents. • To set a good example in terms of dress, punctuality and attendance. • To participate in the school's arrangements for appraisal, professional development, meetings cycle, quality assurance and internal verification.

Area	Essential	Desirable
Qualifications	• GCSE English and maths at grade C or above (equivalent) • Qualified to work in the UK	• Further training and advancement of teaching skills. • Mini bus driving license • First Aider Certificate
Professional Qualities	• Lead with integrity and absolute professionalism • Work cooperatively as part of a team and deploy support staff effectively • High expectations and commitment to pupils achieving their full educational potential • Ability to prioritise effectively and balance values with pragmatism • Strong commitment to inclusion • Create and maintain positive and supportive relationships with staff, pupils and parents • Reflect on and improve own practice • Commitment to professional development • Competent ICT Skills	• Experience of working with children with barriers to learning • Know when to draw on the expertise of colleagues • Contribute to the wider life of the school
Knowledge & Experience	• Experience of working with children or young people in a school • Experience of delivering 'pre-set' learning • Understanding of the UK school system and national curriculum	
Safeguarding	• A commitment to securing the safety and wellbeing of all pupils. • The successful applicant will have to undergo a DBS check and references will be required in line with our Child Protection and Safeguarding Policy	