



DEPUTY COVER MANAGER/COVER SUPERVISOR

RESPONSIBLE TO: Cover Manager

SCHOOL: Thomas Alleyne Academy, High Street, Stevenage,
Herts, SG1 3BE

GRADE: L4/12 - £28,598 FTE

CONDITIONS: 37.5 hours per week, 39 weeks per year (Term time only)
(7.00am-3.00pm – 30 mins lunch),
Note: Due to the nature of this role, flexibility and early morning availability to meet crucial deadlines are essential.

PURPOSE OF POST:

To facilitate and encourage learning which enables pupils to achieve the highest possible standards: to share and support the corporate responsibility for the well-being, education and discipline of all pupils.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

- Covering the lessons of absent staff and delivering high quality learning experiences for the pupils.
- Lead the organisation of all aspects of the administration of cover including taking phone calls and messages from absent staff and recording the reason for absence, timetabling the cover required during the day and having it ready by 8.30am. Also managing the general absence of staff including organising long term supply bookings.
- Liaising with agencies to ensure adequate cover is in place when absences are known in advance
- Manage all cover supervisors (including day to day supply) and review, develop, implement and monitor the appropriate cover support systems and structures.



- Establishing good working relationships with all staff so that the internal cover scheme is successful and staff are willing to partake in the scheme.
- To cover all of the administration duties for registration, lesson and lunchtime duty cover and providing support for pastoral team providing cover for on call, patrol and inclusion room.
- Under the direction of a class teacher, following agreed lesson plans, support the learning of individuals/groups/whole classes of students using strategies appropriate to the needs of students, providing feedback and liaising with colleagues. Facilitate the intellectual and social development of students. Deploy appropriate aids, materials and equipment, including ICT, to assist learning.
- Implement and monitor the school's policies and procedures.
- Develop and promote positive relationships.
- As required, assist with specific aspects of learning and personal development, on/off site, e.g. projects, initiatives and activities.
- Invigilate tests and examinations as directed.
- Under the direction of the line manager, assist in other support roles around the school.
- Maintain and respect confidentiality.

DIMENSIONS:

Supervisory Management: Cover Supervisors

Financial Resources: N/A

Physical Resources: Classroom materials, equipment and resources

Other: NA

Physical Effort: The job is likely to involve some lifting of equipment on a regular basis. Training will be provided where necessary.

Working Environment: There could be a requirement to deal with children who become unwell or when following care plans.



Safeguarding Children

Context:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006. Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Applicants are required to declare all unspent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applications will not be refused posts because of offences, which are not relevant to and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, detailed above, will result in dismissal or disciplinary action by the Trust.

Disclosures are handled in accordance with the DBS Code of Practice, which can be accessed via www.disclosure.gov.uk

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any posts based in schools.



PERSON SPECIFICATION: DEPUTY COVER MANAGER/COVER SUPERVISOR

This acts as a selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrate a basic level of literacy and numeracy	1,2	Demonstrable experience of planning, monitoring and assessment of pupils' work. Substantial experience of working in an educational setting. Some experience of working with people with a range of special needs.	1,2
Skills/ Abilities	Able to contribute constructively to and work effectively as a member of a team. Able to use own initiative in role. Able to communicate effectively at a range of levels, e.g. with children, parents, other professionals, etc. Able to keep accurate records and use these to inform judgements. Able to support learning in numeracy at Key Stage 3 and 4. Able to support learning in literacy at Key Stage 3 and 4	1,2 1,2 1,2 1,2 1,2,5 1,2,5	Information technology skills in word processing, the use of database and spreadsheets to support record keeping and children's learning	1,2 1,2
Equality Issues	Able to recognise and act upon common forms of discrimination. Able to understand the issues for pupils' education in an urban, multi-cultural context.	1,2 1,2		
Specialist Knowledge	Demonstrable knowledge of how pupils learn. Demonstrable knowledge of curriculum requirements. Some knowledge of policies and procedures in areas such as child protection, behaviour management.	1,2 1,2,5 1,2,5		
Education and Training	Able to commit to relevant job training. NVQ Level 3 or equivalent qualification. GCSE 'C' in mathematics and English or equivalent	1,2,4 1,2,4	Level 4/5 qualification	4
Other Requirements	Ability to work flexibly to meet the needs of the school and the position.			

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)



We will consider any reasonable adjustments under the terms of the Equality Act 2010, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Chiltern Learning Trust and the School's policies are reflected in all aspects of his/her work, in particular those relating to:

- i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulation (2018)
- (iv) Code of Conduct

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