The Trafalgar School AT DOWNTON

Job Description

COVER MANAGER

MLP MAGNA LEARNING PARTNERSHIP

Job Description

Main Purpose

- To supervise the learning of whole classes during the short-term absence of the class teacher as they undertake work set by the teacher; to cover Tutor time, to invigilate tests and examinations and to provide additional support to students within lessons
- To undertake all cover administration before, during and after school
- To undertake duties at break, lunch or after school.

Main Duties and Responsibilities

- Morning cover administration before school; allocating of staff to lessons on MIS, photocopying work required, sending cover work to teachers
- Recording of all absence instances as per MLP Policies and procedures
- Approving absence requests as per MLP policies and procedures
- Liaising with supply agencies when necessary
- Liaising with Direct Supply staff
- Ensuring the reporting of absence is accurate and liaise with HR team
- Complete the afternoon cover procedures, in preparation for the following day.
- Supervise the work of whole classes set by their class/subject teacher, in accordance with school policy
- Manage the behaviour of students to ensure a constructive learning environment and ensure the Behaviour Management Policy are followed including rewards and sanctions
- Ensure there is a prompt and orderly start to the lesson and students are dismissed according to the school's procedures
- Respond appropriately to student queries
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Collect completed work at the end of the lesson and return it to the appropriate teacher
- Report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising
- Support other activities relating to the supervision of students, e.g. general supervision during school breaks, after school and attendance on school trips
- Liaise with staff, particularly senior teaching/pastoral staff, to receive and provide information and guidance about work set, student behaviour and conduct, and attendance
- Assist with other activities relating to the supervision of students, such as invigilation of tests
- Supervise students in the onsite internal suspension room when not needed for cover.

Job Description

Other Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To contribute to the Trafalgar School co-curricular and Trips and Visits programme
- To promote actively the school's corporate policies
- To continue personal development as agreed
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To undertake any other duty as specified by Headteacher.

Supervision and Management

The job holder will lead casual Trafalgar Direct Supply Teachers and agency supplied Teachers/Cover Supervisors whilst on site. They will also assist in work familiarisation of peers and new recruits.

All Magna Learning Partnership staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.

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

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Person Specification

Knowledge & Skills

Essential:

- Qualifications - GCSEs (or equivalent) including English and Maths Grade 4 or above
- Excellent communication and interpersonal skills
- Strong organisational and time-management abilities
- Proficient with Microsoft Office, Google workplace or other applications
- Ability to work independently, take initiative and also able to work as part of a team.

Desirable:

- Qualifications - A level (or equivalent)
- Experience of working in an educational setting
- Ability to drive a minibus and access to own car.

Personal Attributes

- High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people
- Highly emotionally resilient
- An ability to inspire and relate well to the whole community
- An ability to form positive relationships with young people
- The skills to adapt to a variety of situations through working in a range of subject areas
- A charismatic personality and a strong presence in the learning environment
- A genuine interest in helping young people to achieve their potential
- A calm, confident and resilient personality
- The willingness to undertake training to apply behaviour management policies and strategies and to understand classroom roles and responsibilities
- An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals.
- A team player who is comfortable in both providing and responding to professional challenge
- A commitment to and evidence of professional development of both yourself and others
- Outgoing and enthusiastic with a positive "can-do" attitude and a solution-focused approach
- A sense of humour.