

Cover Manager



Candidate Information Pack

Please note, interviews and appointments may be arranged where a suitable candidate is found prior to the closing date



Weald of Kent
Grammar School

Weald of Kent Grammar School

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 2000 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we were thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state-of-the-art Sports Hall and university style Sixth Form Study Centre. A new science block and new English classrooms have been built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.



Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2022 records the average GCSE grade was a Grade 7+. 21% of all grades were 9. 73% of all grades were 9-7. We also enjoyed superb A Level results with 80.3% of our students achieving A*-B grades in 2022. The average was a Grade B+. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.



Benefits

| | |
|------------------------------------------|-------------------------|
| Generous Pension Scheme (TP/LGPS) | Health Care Cash Plan * |
| Priority Admission for Staff Children ** | Free On-Site Parking |
| Kent Reward Scheme | Free refreshments |
| Cycle 2 Work Scheme | |

*Available upon successful completion of probation

**See Admission Policy on the School Website

Job Profile

The Team

Cover Supervisors are an essential part of any team within the school. They both cover lessons at short notice and from time-to-time take on longer cover assignments. They have to confidently carry out lessons which cover the entire curriculum, from English to Science and Music to DT. Cover Supervisors need to be able to work closely with the Heads of Departments, who must ensure that the Cover Supervisor has sufficient information to deliver the lesson and make the experience meaningful for the students

The role of the Cover Supervisor involves the supervision of pupils in learning activities, ensuring that the learning objectives set by the teacher are achieved and that good behaviour by the students is maintained throughout lessons. Appropriate records are to be maintained as required; enabling accurate feedback to be given to the teachers and pupils on the conduct of the lessons. Cover Supervisors provide support for the Student Services and Administration teams when they are not covering lessons.

The Position

Post/Job Title: Cover Manager

Actual Salary: £20,533 - £21,494* per annum

37.5 hours per week, 39 weeks per year: £18,032.98

- £18,994.39 per annum plus non-pro-rated

responsibility allowance of £2,500 per annum

Grade: KR5 (FTE £20,595 - £21,693 per annum) plus £2500 allowance

Hours: 37.5 hours per week (7am-3:30pm to include an unpaid one-hour lunch break)

Reporting to: Lead Practitioner

Start Date: ASAP

Location: Weald of Kent Grammar School is located on two campuses; Tonbridge and Sevenoaks. The successful candidate will be required to work across both campuses.

Purpose

The role of the team is to provide professional and effective support for teaching within any curriculum area. The aim is to enable the delivery of quality lessons within a safe environment so that students' learning is improved.

Support-staff in schools make a strong contribution to students' learning and achievement. Cover Supervisors provide support within any curriculum area to benefit student learning and teacher efficiency. To keep abreast of developments in your key areas, to think creatively and constructively to ensure that the job is done in the most effective and time efficient way.

Operational Responsibilities:

- Register form groups when required.
- Refer to the daily cover programme.
- Note the subject lesson and location where cover is required.
- Arrive punctually for the beginning of cover lessons.
- Register the teaching group.
- Supervise the subject work that has been set and issue appropriate directions and ensure the students remain on task.
- Respond to any questions from students about appropriate processes/procedures to adopt.
- Manage the classroom environment including the behaviour of students and use of resources.
- Deal with any unforeseen circumstances/emergencies immediately.
- Ensure students know if homework has been set.
- Report back to subject teachers by written comments and/or personal contact.
- Shadow PGCE students/GTP personnel when requested.

Accountabilities

- To work effectively as a Cover Supervisor to support the teaching and learning of all students. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management.
- To work as part of the school team and contribute to plans to ensure the school meets its aims.
- To work within the relevant policies, code of practice and legislation reporting any concerns to the appropriate person.
- To use good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.
- To be familiar with, and comply with a full range of policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' well-being.
- To contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- To undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.

Additional Responsibilities

Cover Manager Responsibilities

- To ensure that all classes are covered daily through use of internal cover supervisors, internal staff and through liaison with external supply agencies and teachers.
- To produce the daily cover email and inform staff of their cover when necessary.

- To ensure that cover is provided as efficiently as possible and that cover supervisors are deployed before teaching staff or external supply agencies are approached.
- To manage your own time efficiently and effectively to ensure that you and the cover supervision team is fully deployed throughout the week/year.
- To maintain regular communications with the HR team in respect of staff absence to ensure that staff absence reporting is accurate.
- To be responsible for the line management of the Cover team.
- To be responsible for the signing in and ID checks for all external supply, arranging SIMS and network.
- To ensure that time sheets are assessed, authorised and submitted for payment.
- To act as the main point of contact for any problems that may occur in relation to cover.
- To create and adapt rooming schedules when necessary (i.e. for exams and other events that necessitate room changes).
- To maintain the Cover Inbox ensuring all events/trips are entered into the system and are covered effectively.

About You (Person Specification)

| | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Qualifications | | |
| GCSE in English and Maths at Grade C or above (4+) | ✓ | |
| Evidence of further professional development relevant to post | | ✓ |
| First Aid qualification (or willing to undertake training) | | ✓ |
| Experience | | |
| Experience of working with children in Secondary Education | | ✓ |
| Confident user of new technology | ✓ | |
| Skills & Knowledge | | |
| Able to communicate effectively, orally and in writing | ✓ | |
| Strong ICT skills | ✓ | |
| Able to provide clear direction and to inspire, motivate and enthuse others | ✓ | |
| Confidence in own ability to be effective and to take on challenges | ✓ | |
| Good numeracy and literacy skills | ✓ | |
| Able to relate well to students, colleagues, parents and Governors | ✓ | |
| Able to support staff in maintaining high standards for the school | ✓ | |
| Efficient and effective administrative, organisational and personal management skills | ✓ | |
| Good influencing skills to encourage pupils to interact with others and be responsible learners | ✓ | |
| Basic knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality | | ✓ |
| Personal Attributes | | |
| Ability to inspire, challenge and motivate | ✓ | |
| Have a positive approach with a desire to succeed | ✓ | |
| Energy, enthusiasm and perseverance | ✓ | |
| Reliability and integrity | ✓ | |
| Good interpersonal skills | ✓ | |
| Professional appearance and manner | ✓ | |
| Positive commitment to individual personal development | ✓ | |
| Capacity to work hard, under pressure, to meet deadlines and manage time effectively | ✓ | |
| A good record of attendance during the last three years | ✓ | |
| Adaptable and amenable with respect to working practices | ✓ | |
| Ability to work independently and in a team, take a collaborative approach | ✓ | |
| Ability to build supportive working relationships with colleagues | ✓ | |
| Commitment to supporting the full life of the school | ✓ | |
| Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly | ✓ | |
| Suitable to work with children | ✓ | |
| Equal Opportunities | | |
| A commitment to inclusive education | ✓ | |

Application Process and Safeguarding

Applications

Application forms can be found on our website or on TES and should be sent to Human Resources on HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted.

References

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Safeguarding Duties and Responsibilities

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact.

This role is a teaching or teaching support role involving extensive contact with and responsibility for children.



Dates

Closing Date: Monday 6th February 2023

Interview Date: W/C 6th February 2023

*Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.

More Information

For more information on the role, or to come and visit Weald of Kent prior to applying then please contact HR on HR@wealdgs.org.

We look forward to hearing from you.