



Weald of Kent
Grammar School



Cover Manager

Job Description



Employment Status: Permanent, full-time and term time only (plus INSET and open events)

Salary: Kent Range 7: £20,469.78 - £23,173.63 per annum (FTE £23,378 - £26,466 per annum)

Start Date: As soon as possible

Closing Date: Monday 17 April 2023, 9am*

Interview Date: W/C 24 April 2023

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

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



The Team

Reporting to: Lead Practitioner

The cover team are an essential department 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. The cover team need to be able to work closely with Heads of Departments and SLG to ensure our students receive an excellent learning experience.

The cover team currently has 4 members of full-time Cover Supervisors who work across the two campuses.

The Post

Hours: 37.5 hours per week (7am – 3:30pm to include an unpaid one-hour lunch break), 39 weeks per year plus INSET and open events).

We are looking for to appoint a well organised and enthusiastic Cover Manager who will be responsible for organising the daily allocation of cover arrangements for staff absences.

You will liaise with the cover team and external agencies, when required, to ensure that the agreed lesson plans are delivered efficiently and effectively in line with the curriculum.

You will need to be a strong communicator, liaising with various stakeholders to ensure school events (trips, opening mornings etc.) are covered accurately.

The successful candidate will have strong time management skills and be proficient in the use of MS Office, in particular Excel. Experience with SIMS would be beneficial but is not essential as full training will be provided.

You will need to be able to remain calm under pressure as the role can be very fast paced. This role will also include some Cover Supervisor duties, as and when required. This will involve supervision of pupils in learning activities, ensuring that the learning objectives set by the teacher are achieved and good behaviour is maintained throughout lessons.



Key Responsibilities

- Dealing with daily phone calls from staff notifying their absence.
- The planning and arranging of daily cover for all absent staff to ensure all necessary cover arrangements are in place.
- To produce the daily cover email and inform staff of their cover when necessary.
- Liaising with supply agencies to arrange bookings, processing timesheets and invoices.
- Maintaining the cover diary.
- 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 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 access.
- To act as the main point of contact for any queries 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
- 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.
- Ensure students know if homework has been set.
- Report back to subject teachers by written comments and/or personal contact.

Benefits

- Generous pension scheme (TPS/LGPS)
- Healthcare cash plan
- Occupational health support
- Priority admission for staff children (see admissions policy on school website)
- Employee Discount Scheme (Multiple Retailers – Kent Reward Scheme)
- Cycle to Work scheme
- Free refreshments
- Free onsite parking
- Opportunity to perform paid lunch-time duties (with free lunch)
- Free annual flu vaccination
- Employee Assistance Programme
- Individual performance development plans for career development and lifelong learning



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 an educational setting	✓	
Experience of working with supply agencies, maintaining professional relationships		✓
Experience as either a Cover Supervisor or Cover Manager		✓
Skills & Abilities		
Able to communicate effectively, orally and in writing	✓	
Strong MS Office skills (Excel in particular)	✓	
Strong attention to detail	✓	
Working knowledge of SIMS		✓
Excellent time management, planning and organisational skills	✓	
Able to provide clear direction and to inspire, motivate and enthuse others	✓	
Experience in managing a team		✓
Ability to build and maintain effective working relationships with colleagues and pupils	✓	
Ability to work effectively under pressure, meet deadlines and manage time effectively	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
Good influencing skills to encourage pupils to interact with others and be responsible learners	✓	
Effective behaviour management skills	✓	
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	✓	
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.com and should be sent to Human Resources on HR@wealdgs.org. 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 and responsibility for children.

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.