

TUNBRIDGE WELLS GRAMMAR SCHOOL FOR BOYS
JOB DESCRIPTION

Job Title: Cover Manager and Exams Assistant

Responsible to: Exams Officer

Salary: KR 7

OVERALL RESPONSIBILITY

To manage the School's cover arrangements for absent teachers and room changes.
Be a team leader for Cover Supervisors including allocation of workload and ensuring appropriate cover work is available.
To manage and maintain the school calendar.

Duties

To manage the School's cover system in accordance with the Workforce Reform Agreement, Rarely Cover and school policies.
To receive contact from staff regarding their absence, record this accurately and allocate cover effectively and efficiently.
Ensure appropriate cover work is set by absent teaching staff with necessary resources and facilities.
To liaise with teaching supply agencies and book staff as directed.
To be the main point of contact for all day to day supply staff and ensuring appropriate induction and authorisation of timesheets.
Maintain a spreadsheet of supply provided by external agencies which also lists timesheets and invoices to assist with budget management.
Manage and monitor the agency supply budget.
Be responsible for administering all future known cover for planned trips and events and to minimize the impact on teaching.
Ensuring all school policies are adhered to in cover arrangements as well as implementing the School Improvement Plan.
Arrange re-rooming as necessary and notification of such.
Monitoring staff absences and reporting to the Headteacher data relating to absence on a fortnightly basis.
Record yellow absence forms appropriately on SIMS and the school calendar.
Complete the monthly absence report for Payroll.
To line manage the Cover Supervisor Team from recruitment, interview and induction.
To promote and organize internal and external training for Cover Supervisor Team to ensure continuing CPD with a view to team effectiveness and in line with the School Improvement Plan.
Supervise and allocate cover work to Cover Supervisors and allocation of other duties and responsibilities ensuring high professional standards are met.
To cover lessons and registrations as required.

School Calendar

Be co-responsible for the school online calendar managing events, trips and staff absence in line with the School's policies.
Manage room and facilities bookings and notifying staff and students of changes. Liaising with site staff in connection with equipment required and forward planning to ensure facilities are available on time.

Health and Safety

Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by actions or inactions.

Co-operate with the employer on all issues to do with health, safety and welfare.

Manage the pupils' health and safety, taking appropriate action related to any problems or emergencies that occur during the lesson.

Continuing Professional Development

Undertake any necessary professional development as identified within the School Improvement Plan, taking full advantage of any relevant training and development available.

Maintain a professional portfolio of evidence to support the performance management process – evaluating and improving own practice.

Additional duties for this post

Examinations: assist with the organisation and implementation of exams, both internal and external, including assisting with booking invigilators.

Any additional tasks will be negotiated and agreed at the time of appointment and/or at annual review. These additional tasks will be seen as an important part of the School's continuing professional development programme and the performance management process.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

