



COVER MANAGER

The School

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident

We create a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Confidence, Respect, Engagement, Aspiration, Teamwork and Enjoyment and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

The Vacancy

We are seeking to appoint a proactive and enthusiastic Cover Manager who will provide effective and efficient arrangements for Cover across the school and to schedule room bookings during exams and other school activities. The Cover Manager will

- lead the team of Cover Supervisors within school to ensure they provide a high quality service and be responsible for providing cover when required
- oversee the deployment of teaching staff for emergency cover
- assign admin tasks to the team if there is a quieter period

The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The Department

At AHS, we have a permanent team of Cover Supervisors rather than using agency staff. This ensures consistency in cover lessons and allows our team to become well known and respected by both staff and students. The AHS Cover Supervisors are friendly, versatile, hard working and approachable. They are adept multi-taskers, always happy to cover any absence in the school and go beyond the expected; they are a great team to work with.

Aims of the Department

- To support teachers in delivering the school's diverse curriculum.
- To provide training for the team to prepare them for the challenges of cover lessons in a girls' grammar school.
- To actively encourage career progression, wherever this may lead.
- To promote the AHS Mission, Vision and Values.

JOB DESCRIPTION: COVER MANAGER

JOB TITLE:	Cover Manager
LINE MANAGED BY:	Deputy Headteacher
DATE:	September 2024, though the option to start earlier than this could be discussed

JOB PURPOSE

To ensure the smooth running of day to day lessons by planning, organising and providing cover for absent teachers and to schedule room bookings during exams and other school activities.

DIMENSIONS

Managing the team of Cover Supervisors, plus deployment of teaching staff.

Hours: 37 hrs per week from 7:15am, Monday - Friday. Term time only plus inset days.

Pay Range: AHS Range 4

PERFORMANCE STANDARDS

The work of the Cover Manager will be judged against this job description and any targets set as part of the appraisal process. Post holders will be expected to undertake appropriate CPD activities, as required.

PRINCIPLE ACCOUNTABILITIES

Managing Cover

To ensure that classes are appropriately covered during teacher absence, either in-house, through the management of a team of Cover Supervisors and through AHS teaching staff, or on rare occasions, externally, through buying in supply.

Cover

- Monitor the cover absence line and emails each morning from 7.15am.
- Providing daily cover for absent teachers and planning and organising future cover requirements.
- Providing a daily list of room changes for students and staff.
- Liaising closely with the Cover Supervisors, managing their workload.
- Co-ordinating admin requests from subject teams and allocating to Cover Supervisors.
- Holding regular team meetings and discussing any relevant issues/concerns with line manager.
- Attending line manager meetings representing the team and conveying information back to them.
- To make full use of the school calendar and ensure that all future events that require cover, timetable changes or room changes are identified, prioritised and planned for accordingly.
- At the Headteacher's request, assisting with recruitment and long-term cover and supply needs.
- Working with HODs in cases of long-term absence to provide the best possible cover solution for classes affected.
- Maintaining confidentiality and being aware of the need for sensitivity.
- Having an awareness of Workforce Remodelling and its implications for Cover in line with "rarely cover" and the AHS Leave of Absence Policy.
- Managing the Cover module on the school's management information system (currently SIMS)

Supply

- On the rare occasion it is needed, ensuring that any supply teacher receives training as needed and that they are up to date and confident in the use of systems/procedures such as Google Classroom, Edulink etc

- Maintaining up-to-date details of supply agencies, contacts and supply teachers on Cover
- Establishing a working relationship with colleagues we can call on.
- Having an awareness of Safeguarding regulations and implementing procedures accordingly when employing supply teachers.
- Reconciling and authorising monthly supply forms / timesheets and returning them to Finance.
- Ensuring that internet access is requested/available for supply staff and obtaining a laptop if required.

Exams

- Liaising with the Examinations Officer regarding public and school exam invigilation requirements.
- Liaising with HODs regarding public and internal practical exams.

Managing Rooms

To provide alternative rooms for classes when timetabled rooms are needed for other purposes.

- Scheduling bookings for exam rooms, liaising closely with the Examinations Officer, whilst ensuring that displaced classes are re-roomed appropriately.
- Scheduling bookings for other school activities.
- Managing and relaying room changes to staff and students.
- Implementing timetable changes for any temporary room-change requirements.
- Informing the Sixth Form about cancelled lessons as soon as possible
- Negotiate the use of the Music Centre, liaising with their administrative staff

Additional Duties

- Line-managing the Cover Team, conducting appraisals and lessons observations in line with the Appraisal Process and AHS policies.
- Producing an annual Cover Team Improvement Plan supporting AHS' School Improvement Plan.
- Managing the allocation of administrative support requests, liaising closely with the Cover Supervisors and other support staff.
- Developing consistent reporting structures for management information purposes (e.g. regarding cover, teacher absence, supply cover) as required by the Leadership Team and Governors.
- Creating duty rotas for teaching staff.
- Providing daily cover and rooming information for emergency /fire evacuation procedures.
- Working with other Support Staff Team Leaders / members of the Exam, Data & Cover Team to contribute to the school improvement process.

The requirements of the post may vary from time to time without altering its essential nature or level of responsibility.

PERSON SPECIFICATION

Education

- Good level of literacy and numeracy (essential)
- Strong grasp of IT Systems (essential)
- Education to at least A-Level (or equivalent) standard (essential)
- A degree level qualification, or equivalent, would also be an advantage; however, candidates with relevant experience should not be discouraged from applying (desirable)

Experience

- Previous experience as a Cover Supervisor or Cover Manager (desirable)
- Training / awareness of child protection and safeguarding procedures (essential)
- Ability to work as part of a team (essential)

Professional & Personal

- Be flexible and creative in approach and work effectively under pressure, whilst being meticulously accurate (essential)
- Have excellent personal organisation and time management and be able to prioritise your workload (essential)

- Communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others (essential)
- Foster good relationships with students and staff (essential)
- Motivate students and staff (essential)
- Have an understanding of and commitment to the safeguarding requirements associated with such a role
- Be willing to follow school policies (essential)
- Promote Aylesbury High School's Mission, Vision and values

Confidence, Respect, Engagement, Aspiration, Teamwork, Enjoyment

How to apply for the role

Please complete the AHS application form and include a covering letter

Applications can be:

- e-mailed to: hr@ahs.bucks.sch.uk or
- posted to: Mrs Lisa Greenway, Finance & Operations Director, Aylesbury High School, Walton Road, Aylesbury, Bucks HP21 7SX

Closing date: Friday 17th May 2024 with interviews week commencing 20th May 2024

FLEXIBLE WORKING

AHS is a supporter of Flexible Working; over a third of our staff have a flexible work arrangement. We recognise that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress and therefore want to support our employees in achieving a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests.

Please include detail in your letter of application or talk to us at interview about the flexibility you need. We cannot promise to give you exactly what you want, but we will do our best to accommodate your needs. For this role we are open to discussing the possibility of reduced hours, {remote working}, flexible start and finish times, or compressed hours.

AHS is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.

AHS is an equal opportunities employer

We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.