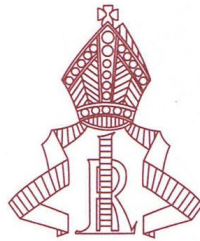


Bishop Luffa School

# Cover Manager





## **Cover Manager**

**Grade 5 £22,369—£22,777 pro rata**

**Actual salary £19,014—£19,360**

**37 hours per week**

**Monday to Thursday : 6.45am—3.15pm**

**Friday : 6.45am—2.45pm**

**Term-Time only plus 5 INSET days**

Bishop Luffa School is seeking to appoint a Cover Manager. The ideal candidate would be a good communicator, be able to work under pressure, have sound organisational skills with the ability to prioritise workload and be able to work on their own initiative and as part of a team.

If you have any questions about the role, prior to application, please do not hesitate to contact Mr Tim Brown, Assistant Headteacher ([brownt@bishopluffa.org.uk](mailto:brownt@bishopluffa.org.uk)).

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking school.

***Closing date for applications: Friday 17th February 2023***

*The school is committed to safeguarding and promoting the welfare of children and young people.*





## Our Vision

*Our aim is to show every child what 'life in all its fullness' means.*

*We are a school of hope, where students are invited to explore their God-given potential.*

Staff at Bishop Luffa commit to:

- ◇ Inspire all students to be ambitious about their futures
- ◇ Encourage and develop leadership amongst students and staff
- ◇ Develop Partnerships within, and beyond, the school
- ◇ Foster engagement in personal and spiritual development
- ◇ Nurture a sense of belonging to a safe school and the wider world



## About Us

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1599 pupils including 321 Sixth Form students, serving a wide area around Chichester. The school was founded in 1963 to give Christian families a place where their children could be given a high quality education based on Christian values. In 2013 the school became an Academy.



Our school proudly encourages students to explore a wide range of subjects and extra-curricular activities. At the last count, there were 49 clubs running regularly. We celebrate learning outside of the classroom in a number of annual events, such as 'Fruition' which showcases the Arts and Technology and our fiercely contested House competitions in Sports, Dance and Drama. We award a House Cup every year for the House that gains the most House Points.



We want three things from our students: that they join-in, that they contribute to the school community and that they take their turn as leaders. Each House has a council led by its House Captains, and this feeds into our School Council, which is chaired by our School Captains. The School Captains regularly attend meetings with the school leadership team.

Each year group is served by a member of our clergy team, who are drawn from churches in our catchment area and reflect the diversity of the Christian faith. We also have a Worship Team of staff and students, who write and deliver the 'Connect' programme, which helps students to learn about their spiritual life.

Our ethos, and the tremendous support that we get from parents and carers, leads to our students achieving excellent results and following exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.





# Job Description

## Cover Manager

### Role

To organise day-to-day cover and ensure that all cover lessons are of a consistently high standard.

**Responsible to:** Assistant Headteacher – Teaching and Learning

### Responsible for:

#### Strategic

- Ensure a consistently high standard of supervision in the classroom in line with school policies
- Identify problems and plan ahead to solve them
- Monitor the quality of lesson cover work set by teachers

#### Operational

- Arrange day to day cover including covering the daily act of worship and registration
- Supervise the cover teacher team and ensure work left by teachers is available to them
- Liaise with the Exam Officer to support internal assessments and external exams in school
- Liaise with Heads of Faculties on work required in the case of unexpected absence
- Co-ordinate and actively monitor the systems that are in operation for logging absences, both planned and unplanned
- Conduct regular quality assurance of the engagement of the cover teacher team with the school processes and procedures
- Day to day supervision of supply teachers as directed by the Assistant Head
- Be prepared to step in to cover lessons when required.

#### Work with Assistant Headteacher – T & L

- Liaise with the Assistant Head as first point of call
- Report back on quality of cover work set
- Plan training for temporary staff coming into the school
- Plan positively for times of heavy cover

#### How to fulfil the role

In order to fulfil this role effectively, the following qualities and characteristics are required:

#### **Initiative**

- *Flexibility: the ability and willingness to adapt to the needs of a situation and change tactics.*
- *Thinks and acts ahead*
- *Seizes opportunities and sorts out problems*

#### **Leading**

- *Be a good communicator and have sound organizational skills*
- *Demonstrate the drive and ability to give clear direction to the regular team of cover staff, and to enthuse and motivate them*
- *Passion for learning: the drive and ability to support students in their learning, and to help them become confident and independent learners.*

#### **Relating to others**

- *Impact and influence: demonstrates the quality and the drive to produce positive outcomes*
- *Team working: the ability to work with others to achieve shared goals, building team spirit*
- *Support and endorse the school's Christian ethos*

### **Reflecting**

- *Reflect on personal and professional development*
- *Be aware of your own skills of self-management as regards time, prioritising workload and achieving a work/life balance*

Grade 5

Hours: Monday to Thursday 6.45am—3.15pm  
Friday 6.45am—2.45pm  
37 hours per week term time only + 5 INSET days

Last reviewed: 20 September 2021