

Toynbee School

Bodycoats Road
Chandlers Ford
Eastleigh
Hampshire
S053 2PL

Appointment
of
Cover Manager

Contact Details:

Tel: 023 80269026
Email: recruitment@toynbee.hants.sch.uk
Website: www.toynbee.hants.sch.uk/recruitment

APPLICATION DETAILS

I have enclosed with this pack the following details:

- A job description
- Letter from the Headteacher

An application form (support staff) is available to download from Toynbee School website. See link: www.toynbee.hants.sch.uk/recruitment

Employment Checks

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check (previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

Equal Opportunities Statement

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

Toynbee School Job Description

Post	Cover Manager	Current Post Holder	
Allowance/ Scale	EHCC Scale D	Date Reviewed	
		Signed	

Accountability:

The Cover Manager will be responsible to

1. Headteacher
2. Senior Leadership Team

Job Purpose: To manage and organise the daily cover, ensuring all lessons are covered, manage the cover supervisor team and supervise and support lessons providing cover for absent teachers.

Roles and Responsibilities:

Manage and organise the daily cover for the school

- Collate absence messages from colleagues each morning
- Enter staff absence onto SIMS management system (Cover System)
- Allocate and deploy staff to appropriate lessons
- Publish the daily cover to all staff
- Liaise with Supply Recruitment Agencies to secure Supply Teacher Bookings
- Manage last minute cover as issues arise.
- Collect cover work from teachers and distribute to appropriate colleagues
- Liaise with the HR Officer regarding staff absence
- Contribute to the smooth running of the school day

Management of the Cover Supervisor Team

- Deploy teaching, supply and cover staff to the most appropriate lessons
- Line Manage and lead the Cover Supervisor team
- Support new Cover Supervisors with an Induction Programme
- Support Cover Supervisors with discharging their role, providing training and development opportunities as they arise.

Providing Cover for absent teachers

- To supervise whole single classes of pupils using material planned by a teacher to engage pupils in learning activities.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations of work and behaviour.
- Comply with lesson plans and instructions from class teacher.
- Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.
- Respond to pupils' general queries and keep pupils on task.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Participate in training and continuing professional development.

Policies and Processes

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Maintain an awareness of school, national and statutory policies, and requirements and apply these in the workplace.
- Attend relevant school meetings as required.
- Undertake any other administrative roles as required by the operational needs of the school and as directed by the Headteacher or line manager.

The person undertaking the role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be the Cover Manager at Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in 2015 and 2019, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden
Headteacher