

## JOB DESCRIPTION



QUALITY • AMBITION • INDEPENDENCE

Post Title	Cover Manager and SEN Admin (Monday to Friday)
GRADE	Grade 4 – Term Time plus one week  4 Salary: £21,189 per annum pro rata – actual £16,642.62 5 Salary: £21,575 per annum pro rata – actual £16,976.10 6 Salary: £21,968 per annum pro rata – actual £17,315.62 7 Salary £22,369 per annum pro rata – actual £17,662.05
HOURS	Full time, 37 hours per week 7.30 a.m. – 3.30 p.m. (30-minute unpaid lunch break daily)

**The Westwood Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment.**

- **Job Purpose:**
- Managing and organising cover for absent staff both teaching and non-teaching. Ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks. The line management of all cover supervisors including their induction, training and appraisal.
- To provide support to the main administrative function of the school; individual duties as required.

### **Description of main duties and responsibilities:**

- Manage the staff cover system to ensure continuity in teaching and learning.
- Keep records on covers completed by individual staff to ensure that regulations are adhered to.
- Liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies.
- Organise the appropriate deployment of teachers, supply staff and cover supervisors to cover absences and emergencies.
- Provide staff with cover details at the start of the day and when emergencies occur.
- Act as the main point of contact for any problems that may occur in relation to cover.
- Organise and provide cover work and materials including registers and resources.
- Provide a daily cover sheet, updated as required, to relevant areas and members of staff.
- Monitor the effectiveness of supply staff as per school policies and procedures, informing her/his line manager of any concerns.
- Advise line manager, the senior leadership team and the governing body on matters relating to cover arrangements.

- To Undertake a wide range of pastoral and administrative duties as directed by the SEN team; to include sending out agendas for meetings, the taking of action minutes, filing, word processing of documents and distribution of documents. Photocopying of resources, updating where necessary and distribution of resources.
- Communications and telephone work – answering and dealing with enquiries, making telephone calls on behalf of SEN, mentors and other senior staff as required. Liaison with parents and third-party agencies as required.
- Maintenance of an email response system for SEN.
- Updating of, for example, behaviour timelines.
- Use of the SIMS.net database or any other MIS software application in use by the school, e.g. CPOMS, etc. Training will be provided.
- To ensure that SEN are provided with all the necessary paperwork when meetings have been arranged.
- To provide a follow up service in rearranging meetings.
- To ensure that appropriate statistical data [Sims, attendance, reports etc] is accurate in support of the SEN team and others in the decision-making process.
- To be involved in the inputting and extrapolation of data as required.
- To represent the school/SEN team as necessary at meetings both on and off site.
- To liaise with outside agencies as directed or required including assisting in the preparation of reports of various kinds.
- To support the work of the pupil mentors and the SEN team.
- To encourage positive attitudes and behaviour in and around the school.
- To accompany individual pupils to college/Work Related Learning interviews; only when appropriate.
- Updating of SEN display boards.
- Attendance at occasional evening events as required.
- Supervising small groups of students during community related activities off site or visiting agencies on site.
- As and when required – To undertake duties as a support staff invigilator during school examinations. To act as reader / writer for SEN students during school examinations (training will be provided).

## **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Be aware of and comply with all KMAT policies including in particular Health and Safety and Safeguarding.
- Participate in KMAT Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.

- Contribute to the overall aims and ethos of the Kenilworth Multi Academy Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role
- Provide supervisory support cover in the school dining hall as and when required at break time, and to operate a cashless till daily during lunchtime (as and when required).

AND other such duties which are within the scope and spirit of the job purpose, title of the post, and its grading as directed.

#### **Child Protection and Safeguarding:**

The Westwood Academy recognises the responsibility it has under Section 175 of the Education Act 2002, to have arrangements in place to safeguard and promote the welfare of children.

As a member of staff, you have a professional duty to operate within this policy and practice to adhere to the school's safeguarding arrangements.

#### **PERSON SPECIFICATION**

ATTRIBUTES	JOB REQUIREMENTS	For recruitment use only
KNOWLEDGE	<ul style="list-style-type: none"> <li>▪ Administration of computer systems</li> <li>▪ Of office procedures and practices, including use of office equipment, such as telephone, photocopiers and computers</li> <li>▪ Of different ICT systems/packages, including Excel</li> <li>▪ Of reasons for Disclosure and Barring Services checks for supply staff</li> </ul>	
SKILLS & ABILITIES	<ul style="list-style-type: none"> <li>• To establish and maintain good relationships with all staff, students, visitors, suppliers and agencies</li> <li>• To identify the training needs of cover supervisors and organise appropriate development opportunities in liaison with her/his line manager</li> <li>• To complete cover supervisors' appraisals and the setting of appropriate targets</li> <li>• To deal with any disciplinary issues in accordance with school procedures and policies and as directed by her/his line manager</li> <li>• To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to input and extract information and statistics from school's database system/s as required and prepare reports for her/his line manager, the headteacher and the governing body</li> <li>• To manage, monitor and review relevant budgets ensuring best value principals are followed where possible</li> <li>• To ensure that financial procedures and activities are carried out in accordance with school policies and procedures, for example, authorising payment of supply staff invoices</li> <li>▪ Ability to prioritise own workload with minimal supervision &amp; be self-motivating</li> <li>▪ Ability to liaise with colleagues, suppliers and visitors to the school effectively with a high level of interpersonal skills</li> <li>▪ To be ICT literate, preferably in SIM's</li> <li>▪ To learn new working practices as required for this post</li> <li>▪ To form effective working relationships with staff at all levels</li> <li>▪ Handle several different tasks at one time, to cope with interruptions and still remain calm under pressure.</li> <li>▪ Ability to work to defined guideline and procedures.</li> <li>▪ To maintain accurate records</li> <li>▪ To work as part of a team and to cover for colleagues as required</li> <li>▪ To undertake future training and professional development</li> <li>▪ To communicate effectively with students and parents</li> <li>▪ To prepare and type correspondence, reports and spreadsheets.</li> <li>▪ Excellent interpersonal skills; to be able to communicate and convey information effectively in person and in writing</li> <li>▪ Ability to be effective in the face of difficult situations and pressures</li> <li>▪ Ability to handle people at a variety of levels with politeness, sensitivity, tact and the need to respect confidentiality</li> </ul>	
EXPERIENCE	<ul style="list-style-type: none"> <li>▪ Of office administration and record keeping</li> <li>▪ SIMS computer systems (desirable but not essential)</li> <li>▪ Microsoft packages especially excel</li> <li>▪ Working to timescales &amp; deadlines</li> <li>▪ Of reception, customer care and hospitality</li> </ul>	