



SIDMOUTH COLLEGE

Part-time Cover Organiser



believe • inspire • succeed

Welcome to Sidmouth College

Dear Applicant

Thank you for your interest in the post of Part-time Cover Organiser at Sidmouth College. The College is part of the Ted Wragg Trust (TWT) which is an ambitious and inclusive Trust of schools strengthening our communities through excellent education.

The College currently has 900 students on roll of whom 150 are in the Sixth Form. The majority of our students are drawn from four local feeder schools, in Sidmouth, Sidbury, Newton Poppleford and Branscombe. The College is in a beautiful setting within the Sid Valley and the East Devon area of outstanding natural beauty.

Our vision is for vibrant and inspirational teaching that raises aspirations; challenges and engages, and prepares every student for lifelong learning. At Sidmouth College learners *believe* they can *succeed*, teachers *inspire* and everyone strives to be the best that they can be.

The College buildings sit within an attractive 13 acre campus and staff take every opportunity to make use of the natural environment on our doorstep to support students' learning and creativity. The vast majority of our 1960s buildings have now been replaced with modern, state of the art facilities, including classrooms, technology workshops and seven Science laboratories and preparation facilities which create a fantastic modern learning environment.

We were delighted to be again judged as Good in the most recent Ofsted report in May 2022, which recognised our continuous improvement in achieving positive outcomes for all students.

The enclosed job description outlines the responsibilities of the role.

If you have any questions please contact the Leadership Team Assistant, Mrs Jo Liddle, on 01395 514823 or jliddle@sidmouthcollege.devon.sch.uk

Yours faithfully



Mrs S Parsons
Principal



Introduction

Sidmouth College is a thriving 11-18 community college located in the Devon countryside.

At Sidmouth College the individual is right at the heart of what we do. Students achieve academic success, develop their creativity, excel on the sports field and encounter a multitude of new experiences in a safe and enjoyable environment, encouraged by a team of dedicated and highly experienced professionals. At Sidmouth College we believe that the vibrant learning community, coupled with a culture of high standards and expectations, brings out the very best in every student and establishes abundant possibilities for their future.

Our Ethos—Believe, Inspire, Succeed

- Every learner believes and succeeds in fulfilling their potential and is inspired to lead a happy, healthy and successful life within a challenging and rapidly changing world.
- All learners have access to inspirational teaching that leads to outstanding learning and achievements which continues beyond the classroom.
- All learners have access to a high quality, relevant and appropriate curriculum that fully meets their needs and supports an engaging and inspiring learning experience.
- We inspire learners to believe in the contribution they can make to their learning, the College and the wider community. Learners take responsibility and develop resilience throughout their learning journey with clear support and guidance.
- All levels of leadership are focused on providing a vision, direction and culture in which all are inspired to believe and succeed.

A caring and supportive community

Care, guidance and support are strengths of the College. Students in years 7 to 10 are organised in vertical tutor groups led by a tutor who monitors academic progress, student well-being and student development. Each tutor group is in one of four Houses - Drake, Grenville, Raleigh and Scott. The tutor group meets at the beginning of each day for registration, support and guidance. Year 11 are in their own tutor groups.

The team of tutors is led by a Head of House who maintains a close overview of the work and wellbeing of the students. In addition, the School Counsellor and the Student Development Centre/pastoral team make a valuable contribution.

A stimulating and exciting learning journey

Learning is an adventure to be enjoyed; a journey that stretches, challenges and opens minds. Our stimulating and engaging curriculum delivers exciting opportunities in the classroom and beyond. Our overarching aim is to provide our young people with the skills and qualifications they need to become happy, successful adults with a passion for lifelong learning. Our Key Stage 3 programme aims to raise the ambitions of all students; developing knowledge, skills and understanding and promoting confidence in their abilities. At Key Stage 3 we ensure students experience learning in a wide range of subjects, including the Arts, Technology, Computer Science and Modern Foreign Languages.

In Key Stage 4 students have the opportunity to study a range of personalised pathways, designed to support their individual talents and interests and maximise their achievement and success. At Key Stage 4 all students study a core curriculum of English Language and English Literature, Maths, Chemistry, Physics, Biology, PE and RE in addition to three option subjects.

At Key Stage 5 we offer a wide range of A Level qualifications and the vast majority of students choose three linear subjects, with some choosing to study four.

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Appointment Information

Appointment Information

Sidmouth College is seeking to appoint a highly organised, motivated and enthusiastic individual as our Cover Organiser from November 2023. This is an exciting opportunity to take on a rewarding and crucial administrative role at the College. The main purpose of the job is to manage and co-ordinate arrangements for teaching staff throughout the College in the event of teacher absence.

The post holder will work under the guidance of the Leadership Team Assistant.

Experience of working in a similar role is desirable but not essential.

Excellent organisation and interpersonal skills, strategic thinking, a methodical approach and the ability to work on your own initiative are essential for this post.

Please see the job description included in this pack for more information.

Hours of work are 30 hours per week, Monday to Friday, 7.30am to 2.00pm with 1/2 hour for lunch, term-time (39 weeks per year) plus non-pupil days.

Application Process

The closing date for applications is **Friday 3rd November 2023 at 12.00noon**

Interviews will be held in week commencing **6th November 2023**

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check. A copy of our safeguarding policy can be found here: [Safeguarding](#). This role falls under KCSIE regulated activities and, as such, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children. Please ensure you read and understand our Privacy Notice, which can be found on our website, before applying. We make appointments in accordance with our Recruitment and Selection Policy.

Sidmouth College is an equal opportunities employer.



Job Description — Part-time Cover Organiser

- Post:** Part-time Cover Organiser starting November 2023 or as soon as possible
- Scale:** £22,369 to £24,496 FTE (actual salary £15,395 to £16,859)
- Hours of Work:** 30 hours per week for 39 weeks (1170 hours per annum) 5 days per week— 7.30am to 2.00pm with 1/2 hour for lunch)
- Responsible to:** Leadership Team Assistant

Job Purpose including main duties and responsibilities:

- to manage and co-ordinate arrangements for both teaching and non-teaching cover throughout the College, so as to ensure all classes are taken by appropriately qualified staff in the event of teacher absence, and appropriate staff in place to support learning,
- to administer the arrangements for staff continuing professional development including record keeping.

The postholder is expected to work to employment law requirements as well as OFSTED regulations and governance with specific emphasis on HR.

This role requires the ability to fulfil all spoken aspects of the role with confidence

Main Duties & Responsibilities:

- To be responsible for all staff cover arrangements, utilising the College's internal staff and the recognised supply teaching agencies as appropriate
- To be able to respond quickly to emergency cover requirements as necessary
- To ensure that supply teachers are greeted on arrival and that they are provided with relevant school documentation
- To meet with supply and cover staff to review and assess as needed any issues that have arisen during cover lessons
- To employ a variety of strategies to ensure that, during periods of staff absence, students experience minimal disruption to learning
- To complete the necessary administration associated with staff absences as needed, to ensure the necessary staff and bodies are informed of all staff absences
- To remain aware of all teacher absences and the anticipated date of return to school and update the Leadership Team Assistant
- To advise the Leadership Team Assistant if the number of staff on planned absence exceeds a manageable level each day
- To record all supply teaching arrangements appropriately, and ensure that appropriate staff and heads of departments are aware of teacher absences and cover arrangements in place,
- To maintain staff CPD records in both the staff management information system and in hard copy (where necessary).
- To re-timetable room changes as needed, liaising with appropriate school staff (e.g. Exams Officer) as required.
- E-mail a daily absence report to SLT, HoH and Reception staff by 9.00am daily.
- Pass all planned absence requests to the Senior Leadership Assistant for approval and advise the Senior Leadership Assistant if the number of staff on planned absence exceeds a manageable level each day.
- E-mail a daily absence report to SLT, HoH and Reception staff by 9.00am daily.



Job Description—Cover Organiser Contd...

Main duties and responsibilities contd:

- Arrange short or long-term temporary cover for teaching staff when periods of staff absence, due to ill health, are known, liaising with the Senior Leadership Assistant and Business Manager.
- Assign cover duties to the Cover Supervisors.
- Issue reports relating to cover as and when required.
- Book training for all staff once approved by SLT and maintain record of CPD training costs for SLT & Governors on a quarterly basis. Ensure a copy of the CPD request is passed to the Finance Officer if chargeable.
- To maintain and update the “Information for Supply Staff & Cover Supervisor” booklet on an annual basis.
- To maintain records of college trips and costs and liaise with the Finance Officer.
- Working as part of the wider administration team, undertake administration functions to support colleagues to offer resilience, provide cover (in times of absence or significant peaks in workloads, e.g. transition administration for September new starters) and offer support to new and developing colleagues.
- Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children; actively promote best practice and ensure all employee records are maintained to demonstrate they have fulfilled the requirements for Keeping Children Safe in Education.
- To maintain confidentiality of information acquired in the course of undertaking duties for the College.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures, e.g. Equal Opportunities, Code of Conduct, Health and Safety, Data Protection.
- To undertake other duties appropriate to the grading of the post as required.

Other Duties:

- To undertake additional duties as required, commensurate with the level of the job.
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and College Policies and Procedures.
- The post-holder must comply with the Trust’s Health and Safety requirements specifically for the school they are working at.
- This post is based at Sidmouth College but the post holder may be required to move their base to any other location within the Trust upon request.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- To undertake additional duties as required, commensurate with the level of the job.
- Any requirement to work additional hours, overtime or to take TOIL, must be authorised in advance by the line manager
- It is expected that the post holder will engage with and participate in any training, Continued Professional Development (CPD) and the College appraisal process as required in order to maintain the skills and confidence to meet the requirements of the role.
- Some of this training/CPD will require travel to other locations. Training and supporting administration colleagues and any other staff as appropriate, in administration department duties/tasks.
- In this varied and demanding post, the incumbent would be expected to manage multiple and changing priorities, often at short notice. Reference should be made to the Business Manager in the event of high incidences of workload and/or conflicting priorities.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.



Person Specification

Attribute	Essential	Desirable	Method of Assessment
Management		Ability to supervise work of others	Application and interview
Experience	Experience of working in a busy office environment managing multiple tasks with changing priorities	Experience of working in an educational setting	Application and interview
Practical Skills	Ability to use MS suite of software including databases Attention to detail, particularly in minutiae of text and data, punctuation and figures Efficient storage and retrieval of data Ability to learn new procedures quickly	Experience of using Bromcom	Application and interview
Communication	Ability to be effective, accurate and tactful in personal, email and telephone contact Ability to work independently and as part of a team		Application and interview
Personal Qualities	Ability to maintain confidentiality A professional manner Self-motivated with a positive attitude Ability to meet deadlines Team worker		Application and interview
Strategic Thinking	Ability to plan ahead Methodical approach to complex tasks Ability to withstand conflicting demands on time		Application and interview
Technology / IT Skills	Experience in using Microsoft Office software, particularly Word, Excel and Outlook,		Application and interview



Person Specification

Education and training	Minimum Grade C in 5 GCE/GCSEs including English Language and Mathematics A willingness to develop themselves and others through training and cross-functional working		Application and interview
Equal Opportunities	Sidmouth College and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties		Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		OH1

