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FRAMWELLGATE  
SCHOOL DURHAM



**Framwellgate School Durham**

# **Cover Manager**

**Candidate Information Pack**

**Salary scale Grade FSD6 (Pt 11-14) £21,748 to £23,080 (F.T.E.)**

**Pro rata to hours and weeks worked £18,820 to £19,973**

**(Full time (37 hours per week), term time only, permanent)**

**Working day must start no later than 7.00am**

**Start Date – as soon as possible**



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We wish to appoint a highly motivated and efficient cover manager to bring a high level of expertise to organising and providing cover in this rapidly improving school. Over the last three years we have assembled an excellent group of senior leaders and teachers who are having a significant impact on the quality of teaching and student outcomes. With an aspirational culture, and a commitment to evidence informed teaching, we want to achieve more. We received a Good judgement in our Ofsted inspection in July 2021 and our pre-covid recent exam results were amongst the best in County Durham. We have made significant improvements to our curriculum, teaching, and professional development programme and we are committed to reducing teacher workload.

Framwellgate School Durham is an 11-18 non-selective secondary school and Single Academy Trust. The school roll has increased by 35% in three years, and we now have more than 1300 students who attend the school.

The successful candidate will possess expertise alongside energy and enthusiasm. They will believe that every young person deserves the very best education. A commitment to raising achievement, and a willingness to learn, train and develop as a cover manager are all essential. We can offer you an environment where student behaviour is excellent, prior attainment levels are amongst the highest in the North-East, and our students and staff are a pleasure to work with. With many new teachers and support staff appointed over the last three years, we have quickly become a vibrant and exciting school in which to develop your career.

Queries and applications should be submitted to Executive Assistant, Fiona Thompson at [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com)

#### **Key Dates**

**The closing date for applications is** Friday 24<sup>th</sup> September 2021 (9.00am)

**Shortlisting and interviews will take place shortly afterwards.**

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and barred list check will be required for this post, together with completion of a pre-employment health questionnaire.

**The Excel Academy Partnership  
at Framwellgate School Durham  
Newton Drive  
Durham  
DH1 5BQ**

**Tel: (0191) 3866628**

**Email: [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com)**



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## Letter of Welcome from Andy Byers, Headteacher



Dear Applicant

I am delighted that you are interested in this post. Framwellgate School Durham (FSD) is a fantastic school, with excellent leadership, teaching and support for our students. The potential is here to make the school truly outstanding. Student behaviour is excellent, and we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn. The strength of the school has always been its caring ethos and strong community links, and these remain. By introducing new systems to manage behaviour, rewards, assessment, marking, and teaching, and with a vibrant curriculum and an ethos which focuses on academic excellence, respect, and kindness, we have made huge strides in transforming the school over the last few years. Our Ofsted inspection in July 2021 recognised this positive change. The key to our success is our commitment to a professional development programme for teachers which includes fortnightly training on cognitive science and evidence informed approaches to teaching, a significant amount of time planning with department colleagues, and 5 additional days dedicated to training and professional development each year.

I am looking for staff who are passionate about their roles, have excellent subject knowledge, and who are reflective practitioners, to help us to continue to improve outcomes. I think this is an incredible opportunity and hope you will too; you must be able to work in effective teams and demonstrate resilience, humour, and enthusiasm. You must never settle for second best. I will guarantee you our time and support and a fabulous place to come to work every day, especially as we have taken significant steps to reduce teacher workload. Normally I would advise you to visit but current restrictions make this more challenging. If you wish to speak to us instead then please feel free to contact my Executive Assistant to arrange a suitable time. You might want to decide whether you can work with us!

In your application, please focus on what makes you an effective cover manager; let me know what you have learnt and enjoyed so far in your career to date. Make me feel like I am reading about you; try not write a generic letter which ticks the right boxes but doesn't tell me about your values or what you are like as a colleague.

We have changed so much over the last three years but developing staff in a supportive environment is at the heart of what we do.

Finally, one of you reading this will become a cover manager in a fantastic school. You'll love it. Good luck with your application.

Yours faithfully,

Andy Byers

Headteacher

September 2021



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## About the school

Framwellgate School Durham (FSD) is an 11-18 school which was granted academy status in 2011. There are over 1300 students on roll including 180 in the Sixth Form. Our roll has grown by 35% in recent years and is projected to increase further still as the sixth form grows. The school serves the population to the north of Durham city, primarily from the Newton Hall estate, but we attract students from a wide surrounding area and over 20 feeder primary schools. We are a high achieving 11-18 academy with a strong track record in both provision and outcomes. We are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best.

## Aims and ethos

Framwellgate School Durham is an inclusive comprehensive school with high expectations of both our staff and students alike. In the Spring of 2018 we consulted students, staff and parents, and re-evaluated our ethos; the result of this exercise was an ethos statement (below) which emphasises compassion and kindness and places the well-being and happiness of our students alongside academic achievement. A new school uniform was introduced in September 2018 and students wear this with pride.

### Excellence, Compassion and Respect for All

Our school promotes academic excellence and embraces the shared values of honesty, integrity, respect and compassion. We want our students to be ambitious, kind, resilient and hardworking, and have a genuine passion for learning. We want them to change the world with the knowledge, skills and confidence they have learned here; to champion fairness, have friendships for life, and pride in our school. Above all, we want our students to be happy.

## The curriculum

We are committed to providing a knowledge rich curriculum which responds to the needs of the individual student, whilst ensuring access for all to a broad and balanced range of educational experiences. For many students, this means learning with us from 11 to 18. We view this as a continuous, coherent journey and see one of the most important functions of learning, during any key stage, as being to prepare students for the next one. Our curriculum is carefully planned and sequenced and taught by subject specialists.

We recognise that whilst all our students have needs, some have more significant barriers to learning. We are an inclusive school, and through the work of the Achievement Centre, we seek to remove or minimise any barriers to learning that our students may have, be they emotional, physical or academic.

At Key Stages 4 and 5, students receive options guidance linked to future aspirations, and we offer a significant number of GCSE, A Level and BTEC/OCR courses which meet the needs and interests of all our students. Nearly all our Year 13 students go on to university, most choosing to study at Russell Group universities.

## Pastoral Care and Support

Pastoral care is a strength of the school. This has been recognised by Ofsted in all its recent reports. All students are placed in tutor groups, and almost all teachers have a pastoral responsibility, remaining with their tutor group as they move from Year 7 to 11. The tutor is the first port of call for all students. We place a real emphasis on good student behaviour and believe that teachers can't teach, and students can't learn, unless behaviour in the classroom, and around school, is excellent. We have effective and robust systems in place to manage behaviour and serious incidents are very rare.



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## Teaching and Learning

Having introduced new systems to manage various aspects of school life, and a new knowledge rich curriculum, we have spent the last three years developing and improving our classroom practice. We place a very high priority on developing our staff professionally. Middle leadership training has been a strong focus and there is an extensive programme of CPD opportunities which seeks to support all staff, identify their development needs and move forward in their practice. We now have regular collaborative planning time for all departments, to allow them to work together to plan exciting and engaging lessons and our weekly CPD programme for teachers is rightly regarded as a significant strength of the school

We aim to ensure that our teaching stretches and challenges students, and we are increasingly research-led. We don't ask teachers to follow a prescribed learning cycle, but we have invested a significant amount of time on training and CPD and have embraced Rosenshine's principles in planning the key ingredients of a good lesson.

The development of teaching is supported through a supportive appraisal process (no data-driven progress targets and objectives linked to improving professional practice), and lesson drop-ins and learning walks. This year we are developing a whole school approach to instructional coaching to support our teachers further. The support for ECTs is exceptional (this is now a 2-year programme) and we have other training strands for RQTs and those aspiring to middle and senior leadership.

## Ofsted

Ofsted does not determine our practice, nor does it dominate our thinking, but we believe that our ethos, curriculum, teaching and support for students are such that any inspection will confirm our own judgements and recognise our successes. Our inspection of July 2021 highlighted the following "**Strengths**:"

- The school now provides a good quality of education. Parents ...praise the improvements in behaviour and the academic rigour that is now in place.
- Teachers have identified the knowledge to be taught and use assessment effectively to check what pupils know and remember.
- The curriculum caters effectively for pupils' personal development. Content about staying safe, anti-bullying, relationships and equalities is woven across the curriculum
- The sixth form is well led and managed.
- The headteacher and other leaders are considerate of staff workload. Staff see leaders as approachable and ready to listen.

## The Website and Social Media

Our website ([www.framdurham.com](http://www.framdurham.com)) gives an insight into the school and I would encourage all prospective applicants to look at it. Many departments have an active twitter account and you may be interested in the Headteacher account (@framheadteacher) and school account (@fram\_official).

## Finally

We can offer the successful candidate:

- A great school to work in with huge capacity for change;
- A talented and committed staff dedicated to securing the best outcomes for our students;
- A vibrant local community, loyal to the school, with very strong relationships between staff, students and parents;



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- The opportunity to help FSD improve further

Good luck with your application.

**Andy Byers**  
**Headteacher**  
**September 2021**

### **Job Description: Cover Manager**

#### Main Purpose of the Role

As the Cover Manager you will be responsible for planning the short-term and long-term cover requirements of the school, liaising with the Headteacher's Executive Assistant to ensure that short and long-term leave of absence is planned for. You will be responsible for liaising with supply agencies, deploying cover supervisors and external supply teachers (including meeting any daily induction needs), and administering room changes and cover necessary as a result of exams or other school events. In addition to this you will provide cover supervision yourself as part of a team of cover supervisors.

#### Responsible to

- Assistant Headteacher

#### Main Duties and Responsibilities

- Liaise with the Headteacher's Executive Assistant to keep an accurate diary of future cover requirements following Leave of Absence requests
- Facilitate the smooth delivery of the curriculum in periods of absence by ensuring all classes are covered including those which require urgent and immediate cover.
- Ensure that all classes are covered daily through use of internal cover supervisors, internal staff (considering the need to comply with the "rarely cover" expectations), and through liaison with external supply agencies and teachers.
- Produce the daily cover sheet and inform staff of their cover when necessary
- Ensure that cover is provided as efficiently as possible and that cover supervisors are deployed before teaching staff or external supply agencies are approached
- Support the Exams Officer in providing for cover needed during the exam season
- Coordinate and administer room changes, liaising with the Exams Officer and Data and Assessment Manager, and other staff as required
- Ensure accurate recording of cover arrangements and reporting to senior leaders that will support the overall attendance management process.
- Manage your own time efficiently and effectively to ensure that you and the cover supervision team is fully deployed throughout the week/year
- Provide classroom supervision during teacher absence and in the absence of cover or other work, to support teachers, LSAs or pastoral staff in their work as required.

#### General responsibilities of all staff

- Safeguard and promote the welfare of children for whom you have responsibility or come into contact with, and adhere to all relevant safeguarding policies and procedures
- Carry out your duties with full regard to the school's Equality, Diversity and Community Cohesion Policy



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- Comply with health and safety policies, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others

## **Person Specification**

### **Education**

- Five GCSEs grade C or above, or the equivalent, to include mathematics and English

### **Work Experience**

- Previous experience of working with groups of children
- Previous experience of working in a team environment
- Previous experience of using supervision/management skills
- Experience of using school IT packages including MS Office and SIMS
- Previous experience of administering a cover function in a secondary school would be an advantage

### **Knowledge, skills and aptitudes**

- Excellent 'people management' skills
- Good literacy and numeracy skills
- Good written and verbal communication skills
- Good organisational skills
- Ability to coordinate tasks individually, and within a team
- Ability to demonstrate a methodical approach to problem-solving
- Ability to relate to teachers and other professionals
- Sound understanding of young people
- A good team player
- Experience of meeting deadlines
- Excellent IT skills
- Excellent children behaviour management skills
- Ability to continue the learning process

### **Professional Characteristics**

- Able to use own initiative
- Committed to the principles of equality and diversity
- Ability to promote the positive ethos of the school
- High professional standards, including excellent punctuality and professionalism
- A commitment to professional development and training
- Able to work flexibly within the requirements of the school, to meet all deadlines.
- An interest in the development and safeguarding of young people



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## **The Application Process**

Please complete the Application Form available from our website.

### **Guidance on completing the application form:**

Candidates are requested to complete the application form in full. Section B Personal Statement requires you to set out thorough evidence of how you meet the criteria included in the Person Specification. This will be used in the shortlisting process. This section should be no more than 1,000 words. Your completed application form should be emailed 'in confidence' to [thompson.f@framdurham.com](mailto:thompson.f@framdurham.com) by **Friday 24<sup>th</sup> September – 9.00a.m.** All applications will be acknowledged by email. Please DO NOT upload your application form to any of the websites on which this post is advertised. Please note that we do not accept CVs.

**Shortlisting and interviews will take place soon afterwards and shortlisted candidates will be contacted in due course. Please note that we only contact shortlisted candidates.**

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and barred list clearance will be required for this post, together with completion of a pre-employment health questionnaire.

**The Excel Academy Partnership  
at Framwellgate School Durham  
Newton Drive  
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DH1 5BQ  
Tel: (0191) 3866628**

If you have any queries prior to submitting an application please contact Fiona Thompson, Executive Assistant at [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com).