

**Greater Manchester Education Trust
Levenshulme High School**

**Job Description
School Timetable and Cover Manager, Grade 6**

The post holder will report operationally to the Headteacher and the SIMS & Data Manager. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

Main Purpose of the Job:

To prepare the school timetable, daily cover lists, duty rotas, and examination cover lists if required

To further develop expertise in the software used by schools for timetable construction

Main Duties

1. To assist the appropriate senior leader in all relevant aspects of curriculum planning and design.
2. To utilise relevant equipment and software packages in order to provide a fully comprehensive Timetable (currently using Nova T6).
3. To liaise with key colleagues (Heads of Faculty and SLT) to plan and build an effective timetable.
4. To ensure that all relevant timetable data is kept up to date (including the aspects of the curriculum which relate to courses; and pre-admission years).
5. To keep group/setting information up-to-date and issue staff and student timetables.
6. To assist the Examinations and Assessment Manager to produce a timetable for cover for internal and external examinations.
7. To organise all room changes to accommodate examinations, lesson plans, meetings and unforeseen circumstances, and communicating room changes to all concerned.
8. To produce set and class lists as required.
9. To resolve queries from staff, students, Houses and the Pastoral Office regarding lesson, rooming and staff anomalies.
10. To assist the relevant senior leader in the collation and analysis of options choices, and the planning and design of options.
11. To assist students with curriculum enquiries in respect of the timetable.
12. To plan appropriately for any known and planned absence.
13. To communicate 'pinch-points' of planned staff absence, including trips and visits (using Evolve).

14. To monitor absence messages and liaise daily with the Cover Team staff and allocate to classes.
15. To build positive relationships with supply agencies and recruit and organise Agency Cover staff as the need arises.
16. To produce data on staff deployment, pupil: teacher ratios.
17. To provide for the SLT, Trust, LA and other external agencies, a core set of analyses of curriculum data.
18. To develop plans/strategies for future implementation and to undertake personal development to improve own practice.
19. To liaise with and support the Examinations and Assessment Manager and ensure data consistency within the system.
20. To assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school to ensure the safety and welfare of pupils.
21. To undertake first aid training and to be part of the First Aid rota where necessary.
22. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
23. Be responsible for the accuracy, confidentiality and security of data produced by self and other people.
24. To work as part of a team to support colleagues and contribute to the vision and ethos of the school.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

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**Person Specification
School Timetable and Cover Manager, Grade 6**

For this job we are looking for:

Knowledge and understanding of the curriculum data analysis provided to the SLT, Trust, LA and other external agencies

Knowledge and understanding of the principles and practices of timetabling.

Knowledge and understanding of the requirements and implications of providing long and short term cover.

Demonstrable ability to operate various software packages and information technology systems.

Good keyboard and mouse dexterity and the ability to operate information technology equipment.

Good communication skills, for effective interaction with service users, colleagues, external educational agencies and members of the public .

Excellent analytical skills to dissect information in order to accurately complete and maintain relevant records and produce complex reports and returns.

Ability to work on own initiative and plan own workload.

Effective and persuasive communicator both verbally and in writing, with the ability to exchange complex information with different audiences.

Experience of developing plans and strategies for future implementation.

Willingness to abide by the school and Trust policies.

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous service improvement.

Personal commitment to the school's professional standards, including dress code, at all times

Be willing to consent to and apply for an enhanced check by the Disclosure and Barring Service