

Job Description

Job Title:	Cover Manager
Salary & Grade:	WHF NJC N
Reports to:	Assistant Principal

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Role – Cover Manager

- To manage a team of cover supervisors to support the school.
- To be responsible for setting up in-house supply team to fit the needs of the school.
- To fulfil the recruitment induction, training and development needs of the cover team within the school.

Duties and Responsibilities of the Role:

- Ensure all cover work is collated from the teachers and provide them with necessary cover. Liaise with staff within the school with regard to covering classes and contact the approved supply teaching agencies when necessary. Coordinating registers/class photos/cover work for supply teachers to collect.
- Produce a daily report of all cover arrangements each morning.
- Keep abreast of all school events which may affect a teacher's availability to attend classes and plan class cover for teachers due to attend training, educational events and other pre-arranged activities. Liaise with appropriate teaching staff, Heads of Faculty and Senior Leadership Team with regards to teaching cover arrangements for all school events and the likely costs to be incurred.
- Keep abreast of the school's class timetables and subsequent teaching cover requirements.
- Check all trip applications to ensure that there are enough cover supervisors to cover planned absence within the school.
- Liaise with members of staff responsible for CPD training and ensure all lessons are covered when needed.
- Line manage the Cover Supervisor team.

- Keep a log of all staff absences, including the reason for absence and the anticipated date of return to school; recording all absences on the appropriate MIS.
- To ensure all Payroll Administration is undertaken adhering to TWHF policies and procedures and payroll cut-off dates.
- Complete paid/unpaid leave forms.
- To ensure absence returns for teaching and support staff are collated and sent to payroll in line with relevant deadlines to ensure staff are paid in a timely manner.
- Record all supply teaching arrangements appropriately in the school's supply cover diary. Ensure that appropriate staff and heads of departments are aware of teacher absence and cover arrangements in place.
- Check invoices for supply teaching prior to the school's payment. Monitor the supply teaching budget, record the cost of supply teaching on an ongoing basis. Alert the Finance Lead/Principal to potentially high costs with regards to teaching cover in any given period.
- Produce a weekly report detailing all of the school's supply requirements.

Safe Working Practices for Adults working with Children:

It is the responsibility of each employee to carry out their duties in line with TWHF's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations:

The post holder is required to comply with GDPR regulations (EU) 2016/679 unless and until the GDPR is no longer directly applicable in the UK, and then any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018. The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity:

There is a requirement for the postholder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the postholder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination.

Confidentiality:

The postholder will respect the need for confidentiality at all times while performing this role.

Health and Safety:

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility:

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:		Issue Date:	
Postholder Signature:		Signature Date:	