

Job Description

Faculty/Department	
Job Title:	Cover Manager
Grade:	4.7 – 4.13
Post Purpose:	The primary purpose is to effectively manage and facilitate the day-to day cover in school , supervise and support students who are engaged in learning activities during the absence of their usual subject teacher. This role is based in the ILA or the classroom.
Accountable to:	Principal
Duties, Responsibilities and Key Tasks:	<ul style="list-style-type: none"> • To be responsible for organising the daily cover of lessons for absent colleagues and direct Cover Supervisors accordingly. • To seek additional resources needed to meet the daily cover needs from the school’s teachers. • To take charge of classes of students in the short term or unforeseen absence of their usual subject teacher. Depending on absence rate this could be in the regular classroom or the ILA. • Ensure that the cover work set is appropriate and maintains our high expectations of teaching and learning during the absence of the usual subject teacher. • To establish productive relationships with students, acting as a role model and setting high expectations. • Respond to the learning needs of the students in order to support their learning. • To support students and the curriculum in order to minimise impact of absent staff and maximise learning and continued achievement. • Manage the behaviour of pupils whilst they are undertaking this work to ensure a positive and constructive learning environment for all in line with policies and practices for outstanding learning. • Ensure that work is returned to the usual subject teacher on completion of the lesson and refer any comments to the teacher regarding barriers to learning and the progress the pupils made. • To manage colleagues within the ILA and ensure that there is consistency in approach, and in line with the learning and teaching policy. • To deal with any immediate problems or emergencies according to the school’s policies and procedures.

	<ul style="list-style-type: none"> • All groups are registered in accordance with school policy. • Report on student behaviour and quality of learning half termly to Assistant Principal • Any other reasonable duties requested by the Principal
Routine Tasks	<ul style="list-style-type: none"> • To promote actively the school's policies. To promote actively the school's policies. • To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. • To have professional regard for the ethos, policies and practices of the school and Trust, and maintain high standards in your own attendance and punctuality
General	<ul style="list-style-type: none"> • To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. • To contribute to whole School and Trust events as and when required. • To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school. • To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.

PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	E	A
Formal qualifications to demonstrate competence in basic skills/learning support	E	A
Post 16 qualifications	D	A
Willingness to undertake further work related training.	E	A
Knowledge and experience		
Working with adolescents	D	A/I
Experience of working with students within an education setting	D	A
Previous experience of working within a school environment	D	A/I
Skills		
Excellent IT skills, including microsoft office, Teams, etc	E	A/I
Ability to inspire the confidence of students, parents and colleagues	E	I
Ability to communicate with a variety of staff at different levels	E	A/I
Ability to be flexible to support the needs of the trust	D	I
Ability to work independently and to use initiative	E	A/I
Ability to give and receive effective feedback and act to improve own performance and that of others.	D	A/I
Ability to build professional relationships with students based on respect.	E	A/I
Highly organised with good organisational skills.	E	I
Ability to explain ideas clearly and succinctly.	E	I
Ability to ask for advice and support where necessary.	E	I
Self-motivating with a positive outlook.	E	I
Ability to work to deadlines and under pressure.	E	I
Excellent attendance and punctuality record.	E	I
Personal attributes		
Demonstrate and adhere to MKET core values	E	J
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to equality and diversity in the workplace	E	I

A = Application

I = Interview

T = Task/Activity

R = References

I confirm that I have received a copy of the above job description for this role.

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Date

Signature