

Job Description

Post Title:	Cover Manager
Responsible to:	School Support Manager
Responsible for:	Cover Supervisors
Terms:	37 Hours per week, 39 weeks per year (term time plus PD Days). Mon – Thur 7.15 – 15.15pm, Fri 7.15 – 14.45

Main Purpose:

The Cover Manager is responsible for overseeing staff cover requirements ensuring absences are adequately covered - providing cover for teaching staff to enable teachers to carry out their professional duties, training and development and to provide covers for short term absences.

General Responsibilities

All school staff are expected to:

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Specific Responsibility

To enable an effective use of a team of Cover Supervisors, minimising the disruption caused by teacher absence on the continuity of the education of the students.

- Daily Cover Management – ensuring arrangements are in place for 8:30 each morning
- Delivering cover lessons, when required
- Managing a team of Cover Supervisors
- Managing Agency bookings
- Maintain and develop absence related filing systems
- Working along-side the School Support Manager, use capacity management strategies to facilitate support across the school community as required
- Meet supply staff and provide necessary documentation for the day.
- Receive and record staff absence requests, obtaining Headteacher's authorisation.
- Deal with emergency cover requirements.
- Investigate non-arrival of cover staff and deal with accordingly.



Job Description

To work in the lesson/activity under the direction of the relevant Subject Leader, to cover for absent teaching staff which will involve:

- Taking an electronic register at the beginning of each class
- Advising the pupils of the work set. This should be provided either by the Subject Leader or left in the Staffroom by the absent teacher.
- Managing the behaviour of the pupils to ensure a constructive learning environment.
- Dealing with any immediate problems or emergencies according to the School's policies and procedures
- Collecting the work at the end of the lesson.
- Reporting back to the Head of Department.

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.

Signed (post holder)

Date:

Signed (Headteacher)

Date:



Person Specification

Specification	Essential
Qualifications	<ul style="list-style-type: none">• Educated to a high standard.• Evidence of further professional development and training is desirable
Skills, Knowledge and Experience	<ul style="list-style-type: none">• The ability to manage pupil behaviour and supervise the completion of work set for the cover lesson.• Self-confidence in decision making, and ability to be assertive when required.• Ability to work under the direction of a number of different people.• Good communication skills.• To gain the respect of students through a manner of confidence and authority.• To organise own workload in the context of varied tasks.• Strong IT skills
Personal Qualities	<ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people• High levels of personal and professional integrity• High levels of discretion, confidentiality and awareness of data protection• Experience of working in a support capacity in a school or experience of working with young people in a learning environment.• Ability to undertake varied duties.• Knowledge of school structures and procedures.

