

Job description: Cover Manager

Location	Oakbank
Contract term	Permanent
Full time/term time	Full time – Term Time Only
Pay range	SP16-19 (£24,012 to £25,481 FTE)
Reporting to	Head Teacher

Job purpose

The following job description is not exhaustive and it is expected that the Cover Manager will work closely the Principal to develop their role, to ensure it reflects the needs and demands of the post as the school continues to grow. The role is primarily to organise cover both daily and long term.

Main duties and responsibilities

Cover

- To ensure that cover is organised on a daily basis and that disruption to students learning, due to staff absence, is minimised.
- To provide supervision of classes in the absence (short term) of the subject teacher.
- To organise cover on a daily basis.
- Supervise classes as a classroom supervisor.
- Arrange room changes when required, and assist during exam periods.
- Maintain contact with absent staff, liaising with Subject Leaders and Senior Leadership Team.
- Liaise with subject leaders & other staff regarding staff absence & cover.
- Undertake the administration connected with supply and cover, ensuring all absence information is passed to the Operations Manager for returns daily.
- Record and report the absent staff and cover situation monthly with links to departments requiring cover.
- Record and report on planned teacher and support staff absences.
- Forward plan regarding feasibility of staff requests for days out of school e.g. trips and courses, liaising with the EVC and feedback to Senior Leaders.
- To buy in supply teachers for staff absent when necessary, liaising with Deputy Head line manager.
- Meet and greet supply staff, provide them with school information including a map. Provide lessons for the day with registers and photos of students.
- Build and maintain relationships with supply agencies, to ensure good quality supply staff are employed.
- Create the absence/cover sheet and distribute to staff daily.
- Maintain and maintain the cover module on the SIMS administrative system.



- Monitor quality of lesson plans provided by the teachers for the cover lessons, report back any issues.
- Keep up-to-date on legislation regarding cover issues in schools.
- Contribute to school self-evaluation regarding cover, training and staff absence.
- Course booking manager – take requests from staff to attend courses, check feasibility regards to cover requirements, seek authorisation, book course and confirm attendance.

General

- Communicate the school vision effectively to the general public and generally act as an ambassador for the school
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Principal
- Ensure compliance with responsibilities as laid out in the school's Equal Opportunity Policy and take an active role in promoting equality and diversity
- Undertake such other duties as reasonably correspond to the general character of the post
- Attend team meetings as appropriate

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Cover Manager

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
GCSE or equivalent in Maths and English	✓	
Have training in aspects of SEN, i.e ELSA, dyslexia		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Have experience of working with children with special educational needs in a secondary school setting	✓	

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
Have knowledge and understanding of the different social, cultural and physical needs of pupils.		✓
Have an interest in how children learn and behave.		✓
Provide appropriate role models of behaviour both in the classroom and around school	✓	
Be productive and show initiative.	✓	
Communicate effectively and appropriately to pupils with different abilities and ethnic backgrounds.	✓	
Motivate pupils to learn and be sociable	✓	

Assist with the organisation of the learning environment.	✓	
Have patience and be flexible and innovative with a clear understanding of how children might behave who find learning new concepts and remembering taught concepts difficult.	✓	
Respect and maintain confidentiality but have regard to the safe guarding protocols of information sharing where necessary.	✓	
Be computer literate.		✓
Attend training courses considered appropriate for the post.	✓	
Really care about children, particularly those who find learning and managing their behaviour difficult.	✓	