

Job Description



For more general information about working at GWA please refer to the Information for Applicants document issued with this job description.

Job Title	Cover Manager <i>37.5 hours per week (7.30 to 3.30 daily with 30 minutes lunch break)</i>
Accountable To	Assistant Principal (Curriculum and Progress)
Job Purpose	To manage the daily cover needs for the Academy, ensuring all lessons have cover staff in place. To record and track cover across the academy to support in ensuring curriculum continuity. To supervise prepared lessons in the absence of a class teacher, ensuring that in doing so the students' learning and development is continued and maintained. Provide cover for staff absence in all areas of the school and will be deployed by the Line Manager as required.
Salary	<i>Unqualified Teacher Salary Scale 2 – £29,068 per annum</i>
Start Date	1 st September 2026

This job description details the responsibilities of the post but does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy and the Multi Academy Trust (MAT).

Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the trust are therefore subject to an enhanced DBS and barred list check.

1. **Key Outcomes**

- To ensure high quality education so that all students find their learning challenging, engaging and motivating and make excellent progress
- To contribute fully to the ethos of Great Western Academy and to promote the Academy's values
- To be a learner themselves, reviewing and developing their practice and furthering their professional and career development

2. **Effective contribution to the Academy's Teaching and Learning provision**

- To oversee and manage the daily cover needs of the academy.
- Supervise the work of whole classes set by their class/subject teacher in accordance with school policy.
- Register and record pupil attendance in lessons.
- Explain key concepts/knowledge and answer pupil queries about process and procedures relating to the lesson and the work set.
- Manage the behaviour of pupils to ensure a constructive learning environment.
- Deal with any immediate problems or emergencies according to school policies and procedures.
- Collect completed work after the lesson and return it to the appropriate teacher.
- Effectively manage pupil behaviour in line with Academy procedure. Report back, as appropriate, using the school's agreed referral procedures about the behaviour of pupils during the class and any issues arising, to the class teacher and/or other senior staff about the behaviour and conduct of pupils in class.

- Assist with other activities relating to the supervision of pupils e.g. general supervision during break periods and with the support and delivery of learning e.g. personal assistance to teachers, supporting other teachers in the classroom
- Assist with and any administrative tasks as requested by your line manager or other Senior Manager.

3. Other responsibilities

- To demonstrate and promote the Academy's ethos of Achievement, Care and Excellence at all times
- To actively promote the inclusive nature of Great Western Academy and contribute to the Academy's pastoral care and safeguarding of students
- To contribute to the Academy's enrichment programme where that is desired
- To act as an advocate for the Academy within the local community
- To carry out other such duties as are reasonably required by the Academy Leadership Team

Person Specification follows below.

Person Specification

Cover Supervisor

	Essential	Desirable	Assessment
<u>Qualifications</u>			
Good qualifications at GCSE (or higher) including C/4 in English, Maths and Science	✓		Application
A-level or equivalent qualification	✓		Application
Relevant further qualification e.g. degree, accredited course or similar		✓	Application
Evidence of recent professional development	✓		Application
<u>Experience</u>			
Experience of working in a similar role		✓	Application
Knowledge and understanding of the Key Stage 3 curriculum and how students can make best progress	✓		Application/ Interview
Experience of working in a secondary school or education setting		✓	Application
<u>Knowledge and Understanding</u>			
Good ICT skills, particularly using ICT to support learning	✓		Interview
Sound knowledge and understanding of all aspects of Safeguarding	✓		Interview / Reference
Self-aware with a good understanding of own personal strengths and weaknesses	✓		Interview / Reference
<u>Personal Qualities</u>			
Ability to build and maintain quality relationships through effective communication, professional integrity and strong teamwork	✓		Interview
Able to inspire trust and confidence across the whole school community	✓		Interview / Reference
Strong written and oral communication skills	✓		Interview / Reference
Possess strong personal presence and able to act as a successful ambassador for the Academy	✓		Interview / Reference
Demonstrate enthusiasm and a capacity for sustained hard work with energy, vigour and resilience	✓		Interview / Reference
A good sense of humour	✓		Interview
High levels of integrity, compassion and trust	✓		Interview / Reference