



The Adeyfield Academy

Job Description

Cover Manager

Reports To: Assistant Headteacher

Contract Type: Full-time, Term-time only (plus specified INSET days)

Salary/Grade: H6

Core Hours: 6:30 AM – 2:30 PM Monday - Thursday, 6:30AM - 2:00PM Friday

Job Purpose

The Cover Manager is responsible for the strategic planning, coordination, and daily allocation of cover for absent teaching and support staff. The primary objective is to ensure operational continuity and maintain the high quality of education and student safety across the school.

In addition to these administrative responsibilities, the post-holder will act as a Learning Supervisor, delivering pre-prepared lessons and managing classroom behaviour to ensure a productive and secure learning environment.

Key Responsibilities

1. Cover Management & Administration

- **Daily Allocation:** Receive and record staff absence notifications from 6:30 AM. Efficiently allocate internal cover supervisors, teaching staff, and external supply staff to ensure all lessons are adequately staffed.
- **Agency & Supply:** Alongside the Assistant Headteacher act as a point of contact for external supply agencies. Book qualified temporary staff in alignment with school requirements, ensuring strict adherence to safeguarding and Safer Recruitment (DBS) protocols.
- **System Administration:** Maintain and update the school's Management Information System (MIS) to ensure real-time accuracy of timetables and registers.
- **Communication:** Compile and distribute the daily cover schedule to all staff in a timely and clear manner each morning.
- **Data Management:** Record, track, and report on cover expenditure to support senior leadership in budgetary and strategic planning.

2. Classroom Cover Delivery

- **Lesson Supervision:** Supervise classes across a range of subjects during the short-term absence of teachers, ensuring students remain focused and on-task.
- **Curriculum Facilitation:** Deliver instructions, distribute resources, and facilitate the work set by the absent subject teacher, assisting students with their learning where appropriate.
- **Behaviour Management:** Apply the school's behaviour policy consistently and constructively, maintaining high standards of discipline, respect, and academic engagement.
- **Reporting & Feedback:** Collect completed work, maintain accurate register records, and provide comprehensive feedback to the returning class teacher regarding student progress and behaviour.

3. Operational & Departmental Support

- **Duty Supervision:** Assist with registration, assembly supervision, and break/lunchtime duties as directed by senior leadership.
- **Examination Support:** Undertake invigilation duties during internal and external examinations when required.
- **Administrative Support:** Provide administrative assistance to academic departments or school operations during periods of low cover demand.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description. This job description is subject to regular review.