

JOB DESCRIPTION

Post Title:	Cover Manager
Grade:	H6
Hours:	Term-time only + INSET 37 hours per week. Mon-Thu 8.00am to 4.00pm, Fri 8.00am to 3.30pm <i>Please note these hours are a pre-requisite to meet the needs of the post.</i>

Job Purpose

To manage, organise and provide cover for and support to classes during short-term absence of teachers. To be responsible for the daily administration of cover via SIMS. Managing the early staff absence line and recording of all absence for support staff and teaching staff.

Main Areas of Responsibility

Cover Manager

- To liaise with SLT to record all absence for support staff and teaching staff advising HR on a weekly basis.
- To supervise classes on behalf of absent teachers, following lesson plans determined by the class teachers or heads of faculty, enabling students to learn effectively.
- Administration of staff cover, producing revised timetables and liaising with supply teacher agencies.
- To induct and provide support for cover supervisors and supply staff, liaising with Heads of Department to ensure the standards of cover for cover supervisors and daily supply staff are appropriate.
- To ensure all safeguarding checks have been completed by the Agency before any short-term supply teacher begins work and keep records accordingly.
- To advise HR of any long-term supply staff appointed for more than 28 days, to enable safeguarding information to be recorded on the SCR.
- To maintain constructive liaison with parents and carers and to work collaboratively with other agencies and professionals.
- To build good relationships with external suppliers to attract the best quality supply staff and negotiate the best rates.
- Monitor the Agency supply budget on a monthly basis to ensure spending remains within budget, bringing any anomalies to the attention of the Deputy Head and Headteacher.
- Contribute to the order and cleanliness of the classroom environment.
- To undertake other non-strategic duties or responsibilities reasonably required by the Headteacher.

Cover Supervisor

- To discuss cover work with teachers for planned absence.
- To liaise with the appropriate staff (subject leaders, teachers and support staff) regarding the work set so that the requirements are fully understood.
- To provide students with clear information and instructions relating to the work they are to complete
- To supervise the work that has been set by a teacher.
- To manage the behaviour of students whilst they are undertaking this work in order to ensure student safety and to create an environment conducive to learning.
- To respond to any questions from students about process and procedures.
- To deal with any immediate problems or emergencies according to the school's policies and procedures.
- To understand and follow the school's policies and, in particular, celebrate success whenever possible.
- To collect the completed work after the lesson and pass to the appropriate teacher.
- To work in the role of cover teaching assistant or assist with school admin duties in the event of no teacher cover being required.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

PERSON SPECIFICATION

Post Title: Cover Manager

Grade: H6

Essential: Educational Qualifications

- A good general education, including relevant qualifications in Literacy and Numeracy (preferably equivalent to NVQ **Level 3 / A Level / GCSE Grade C**)
- **Evidence of further qualifications and training.**

Essential: Professional Experience, Knowledge and Understanding

- **Experience of working in an administrative/management role**
- Experience of working with children of a relevant age
- Experience of working as part of a team
- An interest in and understanding of approaches to learning
- Ability to use ICT
- Ability to communicate clearly both orally and in writing
- Ability to manage young people in a structured setting
- **Ability to inspire confidence in and establish excellent relationships with students, teachers and parents**
- Good time management
- **Understanding and commitment to safeguarding and promoting the welfare of young people and safeguarding checks**
- **Commitment to form and maintain appropriate relationships and personal boundaries with young people.**

Essential: Personal Qualities and Skills

We are looking for someone who:

- Has strong interpersonal **and classroom management** skills
- Can motivate, enthuse and inspire students
- Is energetic, creative and enthusiastic
- Is co-operative, flexible and responsible
- Is reliable, well organised and committed to high standards
- Is patient, optimistic and has a good sense of humour
- Is able to prioritise
- Is able to maintain confidentiality
- Has excellent punctuality and attendance.

The post holder has a responsibility to actively implement the school's commitment so the safety and welfare of young children/young people.