



Wheatley Park School

Everyone Learning - Everyone Caring
11-18 Academy and member of the River Learning Trust
1134 on roll including 202 Sixth Form



COVER MANAGER

Required as soon as possible

37 hours per week

Term time only (38 weeks)

Salary: Grade 8 Pro rata £26734 - £29189 (Full time equivalent £31537 - £34434)

Plus Temporary Recruitment and Retention allowance of £2000 (pro rata for part time hours) to be reviewed August 2027

Are you an individual who believes that every young person can be successful; someone who is unwilling to put limits on what young people can achieve?

We are looking for an excellent Cover Manager to lead our energetic, enthusiastic and highly skilled team of cover teachers. Ensuring that our students have a calm, focused and productive learning experience on the occasions when their ordinary classroom teachers are unavailable is an important factor in their overall academic success.

As Cover Manager, you will not only be responsible for the efficient administration of our systems to ensure that supervision is in place for all planned and unplanned absences, stepping in to cover lessons yourself as and when necessary. You will also be responsible for training, monitoring and holding the cover team to account to ensure that students are always receiving a high quality experience, as well as liaising effectively with teaching staff so that appropriate work is provided in a timely manner.

In collaboration with senior staff, you will make decisions to deploy our resources strategically and with financial efficiency.

We will offer comprehensive training with regard to the administrative element of the role and the opportunity to work in a very supportive environment with high morale.

Situated just east of Oxford in a unique parkland site, Wheatley Park School is a flourishing 11- 18 academy with a vibrant comprehensive intake.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

This role includes regulated activity relevant to children.

If you would like to know more, or arrange a visit, please contact Mrs Skye Wigley (HR Manager) on 01865 872441 or by email to swigley@wheatleypark.org. Full details can be found on our website [here](#). Applications for this post can only be accepted via the MyNewTerm website [here](#). To find out more about the River Learning Trust, please visit www.riverlearningtrust.org.

Closing date and time: Monday 28th September 2026 at 9am

The school reserves the right to consider and interview candidates ahead of the closing date if appropriate. An offer may be made to an exceptional candidate in this instance.

Provisional Interview date: To be confirmed

The River Learning Trust and Wheatley Park School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#)

Our staff are expected to maintain high standards of ethics and behaviour, within and outside school, by not undermining fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Wheatley Park School, Holton, Oxford, OX33 1QH

Tel: 01865 872441

www.wheatleypark.org



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COVER MANAGER JOB DESCRIPTION

Post Title:	Cover Manager
Hours:	37 hours per week to be worked over 5 days (½ hour unpaid lunch break)
Weeks per year	38 Term time only + the first INSET day of the academic year.
Job Purpose:	To ensure that efficient and effective arrangements are in place for the supervision of students' learning when the class teacher is absent by managing the delivery of all cover both internal and external. To hold line management, training and mentoring responsibility for members of the cover team; to undertake the duties of a cover supervisor; to implement school policies and procedures as appropriate in day-to-day activities.
Main Duties:	- Administer teacher absence cover including exams cover, visits etc: Listen to voice messages and read emails from staff who report their absence, recording all staff absence in the MIS (Management Information System) and arranging cover as required Processing staff requests for cover in liaison with senior staff Arranging internal cover for teaching staff Forecasting and arranging external supply cover Producing/distributing Absence Cover statistics including the daily cover schedule Liaising with supply agencies when appropriate, including making relevant safeguarding checks - Ensure effective management and deployment of physical, financial and human resources - Working under the direction of the line manager, discretion to make decisions with regard to the supply staffing budgets - Budget holder of the supply curriculum budget - Negotiate supply agency contracts to achieve best value for money, working closely with Senior Leadership - Liaise with the teachers responsible for setting work, ensuring all planned and emergency cover work is provided for cover lessons in a timely fashion, working closely with middle leaders (HoD and HoY teams). - Lead Cover Supervisors in providing appropriate supervision for students whose teacher is absent for any reason; monitor the experiences provided for students; liaise with other school staff to ensure barriers to learning and achievement are overcome. Be the first point of call for all Cover Supervisors, providing them with a daily schedule. - Line management of all Cover Supervisors including managing probation periods, carrying out annual appraisals and undertaking formal performance management reviews of members of the cover team, in accordance with the published schedule, including pay progression decisions where appropriate.

- Create and maintain standard operating procedures including agency cover booklet, training pack for cover supervisors, keeping this up to date with developments in school culture and policies.
- Participate in the recruitment process for staff to join the cover team.
- Ensure appropriate and effective induction of new staff (both internal and external) to the cover team in association with senior staff including production of resources for all cover supervisor and supply teacher induction and training.
- Establish effective and efficient working practices to enable high quality cover supervision ensuring the cover supervisor team meets all statutory requirements including relevant training.
- Lead the weekly cover supervisor meetings, setting agenda, determining actions and following up as appropriate. Ensure clear understanding within the cover team through effective team meetings and other communications.
- Carry out cover supervision of lessons when necessary.
- Liaise with appropriate members of staff on matters concerning students.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters.
- Identify and share good practice across the team.
- Ensure quality assurance processes and practices meet the requirements of self-evaluation and improvement planning.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Promote teamwork within the cover team and motivate staff to ensure effective working relationships.
- Ensure issues identified through the quality assurance and performance management processes are effectively addressed for all team members, including participation in formal procedures where appropriate.

Responsible to:

Assistant Headteacher, Headteacher, Governing Body.

Responsible for:

Cover Supervisors

Salary Level:

Grade 8

Knowledge/Skills

- IT literate with an understanding of using ICT to support learning
- Excellent communication skills, both written and spoken
- An interest in and an understanding of how young people learn.
- Ability to lead and motivate young people
- Able to form positive relationships with school students while exercising authority in the classroom
- Sound judgement in the classroom including patience, tenacity and a sense of humour.
- Good organisational skills and the ability to develop efficient and effective working practices
- Good people skills and the ability to work independently and as part of a team
- Ability to deal with challenging situations in a positive and professional manner

Additional Duties:	• Able to understand broad issues in an educational context
	• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, behaviour management, confidentiality and data protection, reporting all concerns to an appropriate person. • Play a full part in the life of the school community; support the school's priorities and ethos and encourage staff and students to follow this example. • Undertake personal professional development activities, as agreed with senior staff. • Undertake any other responsibilities as reasonably requested by the Headteacher.
Safeguarding	Wheatley Park School and The River Learning Trust are committed to safeguarding and promoting the welfare of children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptance references (1 from current/latest employer) and evidence of the formal qualifications required for the role.



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COVER MANAGER SELECTION CRITERIA

	Essential	Desirable
Qualifications/ Training/ Knowledge	Education to Level 3 (A level or equivalent). Maths and English min Grade C GCSE. Knowledge of the secondary school curriculum.	Educational qualifications beyond 'A' Level/Degree Level. Knowledge of key trends and current issues in education
Experience	Some experience of working with secondary school age students	Experience in a secondary school context Experience working as a cover supervisor Experience of working with a range of partners Experience of managing a budget
Skills	IT literate with an understanding of using ICT to support learning Excellent communication skills, both written and spoken Good organisational skills and the ability to develop efficient and effective working practices Ability to lead and motivate young people, able to command attention and promote good behaviour Ability to relate positively to young people and enjoy their company. Ability to adapt to a range of curriculum areas Diplomacy, tact and discretion	Working knowledge of Bromcom Leadership skills
Aptitudes	Ability to be flexible and to learn in post Ability to remain calm under pressure Patience, resilience and a sense of humour.	Stamina
Other	Ambitious to do the job well. Willing to engage in training during the school day and occasionally after school	