



JOB DESCRIPTION

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| Title: | Cover Manager |
| Grade and Salary: | LS Grade 8 points 15-18 (£22,884 - £24,823 actual salary) |
| Contract: | Permanent, part-time (35hr x 39wk) under Local Government Terms and Conditions |
| Working Hours: | Monday - Friday, 7:30 am - 3:30 pm <i>(1 hour unpaid break during the day across morning break and lunch)</i> |
| Responsible To: | Designated member of SLT |
| Job Purpose: | The Cover Manager will have responsibility for ensuring arrangements are in place to cover for teacher absence, deploying cover supervisors or arranging supply teachers as appropriate, and monitoring and evaluating the impact of cover. They will line manage all cover supervisors employed at the school and ensure that everyone undertaking cover is sufficiently informed to do so effectively, providing basic induction for supply teachers if required. |

Appropriate Tasks/Responsibilities

- To maintain and manage supply agency / supply teacher listings, keeping contact names and details up to date.
- To manage all arrangements for cover for absent colleagues (teacher and support staff), including deploying cover supervisors, arranging supply teachers and ensuring that the school is compliant with the provisions in the School Teachers Pay and Conditions Document around 'Rarely Cover' in connection with requesting cover by teaching colleagues.
- To maintain accurate and up to date records of known colleague absences in the Cover Diary.
- To ensure that any supply teachers booked / agencies used are compliant with safer recruitment regulations and pass details on to the Operations Manager for recording in the single central record.
- To contribute to the development of, and implement agreed procedures for receiving, recording and acting on notification of planned and short-notice unplanned absence, communicating with relevant colleagues as appropriate.
- To notify relevant teaching staff on any need to provide appropriate work for students who are to be supervised.
- To give clear, accurate and complete information to those providing cover, as needed to enable them to work effectively.

- To provide basic induction for supply teachers, ensuring that:
 - those new to the school can locate relevant facilities and fully understand what is expected of them in terms of policy and procedure (including Safeguarding, Health & Safety and Behaviour policies); and
 - those who have previously worked at the school are fully up to date with policy information.
- In consultation with all relevant colleagues to evaluate the impact of cover provision, considering student progress, impact on teachers, impact on behaviour, and impact beyond the covered lesson.
- To have line management responsibility for all other cover supervisors within the school, including inducting new members of the team and undertaking performance management of the team.
- To facilitate the creation and maintenance of an activity bank comprising pre-set work produced by teachers; and other general activities produced/collected by the Cover Supervisory team; to be drawn upon by a cover supervisor in the event that students complete pre-set work more quickly than expected, in order to ensure that students are engaged in constructive activity.
- To arrange room closure and re-rooming of classes when required.
- To liaise with the Examinations and Data Officer regarding rooming requirements for internal and external examinations and tests.
- To undertake administrative duties relevant to the role.
- To invigilate internal and external tests and examinations under formal conditions.
- When not required to undertake any of the above, to undertake any of the duties laid out in the Cover Supervisor job description.
- When not required in a Cover Supervisory role the postholder will be available as part of the Learning Support Team providing in-class support for students.

General Duties and Responsibilities

- To promote the vision of Iveshead School
- Support effective safeguarding of all young people throughout the school
- To take part in personal professional development activities
- Adhere to School policies and procedures e.g. Equality and Diversity; Health & Safety
- To cover for absent staff
- To contribute to the general organisation of the School
- To work flexibly and respond to School needs as requested by members of Senior Leadership Team or the designated representative

PERSON SPECIFICATION

Cover Manager

The Person Specification lists the qualities that we are looking for in a successful candidate. We will be using evidence from your letter of application, application form and interview to enable us to make a judgement of these qualities.

| | Essential | Desirable |
|------------------------|--|--|
| Qualifications | <ul style="list-style-type: none"> - a relevant qualification at level 3 of the National Qualifications Framework. - Level 2 qualifications in maths/numeracy and English/literacy | <ul style="list-style-type: none"> - experience of working in a similar role - further study - recognised team leadership qualification at level 3. |
| Experience | <ul style="list-style-type: none"> - experience of working with students in a formal setting without immediate supervision. | <ul style="list-style-type: none"> - experience of directing the work of other adults - experience of first level line management / team leadership |
| School Ethos | <ul style="list-style-type: none"> - an ability to defuse situations and handle crises - an understanding of the part students can play in the achievement of others | <ul style="list-style-type: none"> - an understanding of the spiritual, moral, social and cultural aspects of others |
| Relationships | <ul style="list-style-type: none"> - an ability to relate well to young people and adults | |
| Management | <ul style="list-style-type: none"> - ability to plan and prioritise own work within established routines, referring only complex issues to Manager | |
| Personal Skills | <ul style="list-style-type: none"> - good personal organization - self motivation - an ability to cope with reasonable pressure - an ability to meet deadlines - an ability to use initiative | <ul style="list-style-type: none"> - interests out of school |