


Job Description

	Role:	Cover Manager
	Salary Scale:	S01 - £33,231 to £34,118 actual term time only salary
	Updated:	11th June 2026

Line Manager:	Deputy Headteacher
Supervision:	Cover Supervisor

Specific Duties & Responsibilities

In this role, you will be expected to:

- To support the education and welfare of pupils as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements.
- To be responsible for the management of the schools cover for teaching staff on a daily basis.
- To manage the work of the school cover supervisors and agency teachers.
- To arrange and advise teams on agreed/planned room changes
- To lead and be responsible for the work of duty staff at school breaks and lunch to ensure the safety and well-being of pupils, visitors and staff
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Main Duties & Responsibilities:

1. Staff Cover

- Manage the work of the cover supervisors to ensure lessons for absent teachers are covered throughout the school day (including the provision of individual timetables and class lists/student photographs).
- Work as a cover supervisor, covering lessons when needed
- Ensure appropriate cover work is available for Cover Supervisors.
- Manage the cover supervisors team including recruitment, training, absence management, performance management etc.
- Organise cover for absent teaching staff using SIMS, including engaging external supply staff when necessary to ensure sufficient classroom staffing. This will include authorising agency invoices and completing on-line agency timesheets, as required.
- Monitor the 'report' systems for absences of teaching staff (i.e. phone line and absence request notifications) on a daily basis and the diary of events, planning cover in advance, wherever possible, to ensure sufficient cover is enlisted.
- Manage the cover rota or the leadership team to ensure that 'extra' cover duties for absent colleagues are apportioned fairly
- Take a primary role in the recording and notifications of records regarding absence and cover. Recording all absences on Arbor and producing reports on absence for school management and governance, as required.

- Arrange and communicate day-to-day changes in staffing and rooming (eg: planning for timetable/staffing changes as a result of exams, in-house events, educational visits etc)
- Be responsible for emergency cover throughout the day including room changes if required.
- Make decisions regarding the most appropriate person to cover particular absences.
- Maintain and publish the schools cover list on a daily basis.
- Represent Cover Supervisors at meetings, ensuring their role is included in the planning of work and the achievement of school aims.
- Provide guidance to Cover Supervisors and HLTAs, including role modelling and supporting their training and assisting in assessing needs.

2. Professional Standards

- Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.
- Demonstrate and promote the positive values, attitudes and behaviour expected from the pupils at all times.
- Work collaboratively with colleagues, and carry out your role effectively, knowing when to seek help and advice.
- Liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning.
- Improve your own practice, including through observation, evaluation and discussion with colleagues.
- Suggest adding: 'To maintain records around attendance and punctuality, and to report to DHT and SLT on the cost of cover, aiming to minimise expenditure'.
- Develop and co-ordinate the rota for the duty staff ensuring that all lunch and breaks are adequately covered in the event of staff absence.
- Ensure that the required tasks of the duty staff are undertaken appropriately and in line with policies and procedures.

The following activities in sections 4 to 6 should take place under the direction and supervision of a qualified teacher in accordance with arrangements made by the head teacher of the school. The sentences in *Italics* are “specified work” which may happen in the absence of the teacher from the classroom. However the original class teacher remains responsible for its pupil's progress.

3. Planning and Expectation

- Contribute effectively to teachers' planning and preparation of lessons.
- Planning and preparing lessons for pupils.
- Work within a framework set by the teacher, plan your role in lessons including how you will provide feedback to pupils and colleagues on pupils' learning and behaviour.
- Contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.

4. Monitoring and Assessment

- Support teachers in evaluating pupils' progress through a range of assessment activities.
- *Evaluate pupils' progress through a range of assessment activities.*
- Monitor pupils' responses to learning tasks and modify your approach accordingly.
- Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn.
- Contribute to maintaining and analysing records of pupils' progress.
- *Maintain and analyse records of pupils' progress*
- Assessing the development, progress and attainment of pupils.
- *Reporting on the development, progress and attainment of pupils.*
- Assist in managing pupil data by gathering information, inputting data and considering results.

5. Teaching and Learning Activities

- Delivering lessons to pupils. This includes delivery via distance learning or computer aided techniques.
- Use clearly structured teaching and learning activities that ensure you maintain interest and motivate pupils, and advance their learning.
- Communicate effectively and sensitively with pupils to support their learning.
- Promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Where relevant, to guide the work of other adults supporting teaching and learning in the classroom.
- Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.

6. Data Protection

- Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties.

7. Additional Duties

- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Maintain high standards of professional behaviour and presentation.
- Produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
- Supervise pupils during breaks and/or lunchtimes if required.

- Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.
- Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.
- Any other duties commensurate with the grade which may be required from time to time by the headteacher, classroom teachers or other leadership team members.
- All staff are expected to take part in necessary training and staff development.

PLEASE NOTE: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Lister Community School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.

Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment within the Newham Community Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

Safeguarding Children

Lister Community School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment. It is the post-holder's responsibility to promote and safeguard the welfare of children and young people with whom they have contact, and to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times.

If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children they must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.