



ATHENA
LEARNING TRUST

Cover Manager

Applicant Pack

Please note: There are no set interview dates for this position; shortlisting/interviews will occur as applications are received



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility, and be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	Cover Manager
School Base:	Bideford College & Atlantic Academy
Closing Date:	Rolling
Interview Date:	N/A
Vacancy Start Date:	ASAP
Contract Type:	Permanent
Salary:	£13.98- £15.31 ph

Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Benefits: Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Role Summary

You will be an integral part of successfully leading the cover team and ensuring our students continue to access a world class education. You will lead the cover team in the college, ensuring effective supervision of classes by coordinating and deploying daily cover arrangements for planned and unplanned staff absences.

You will ensure the cover team embed previous learning and keep pupils to task in a focused, distraction and disruption free environment by working within an agreed system of supervision and support.

You will be responsible for the cover team's line management, leading the team effectively, assessing performance, being the primary point of contact and being the advocate for the cover team's needs and priorities while also ensuring alignment with the Trust's values.

**This is a Dual Site Position for
Bideford College & Atlantic Academy**

What you will be doing

Build Knowledge

- Lead all aspects of the administration of cover including taking phone calls and messages from absent staff and recording the reason for absence, timetabling the cover required during the day.
- Publish cover timetables for the day .
- Liaise with SLT to ensure necessary cover arrangements are in place when staff are absent, short term supply bookings, permanent timetable/room changes, scheduling curriculum subject reviews and attending courses.
- Instruct students using prepared resources to reinforce previous teaching and learning.
- Provide students with necessary resources in collaboration with Heads of Subject.
- Liaise with faculty or subject heads to address resource-related questions.

Build Trust

- Be the first point of contact to handle any cover queries.
- Promote teamwork and motivate staff to ensure constructive working relationships.
- Maintain existing routines for orderly classroom entry and exit.
- Create a calm and purposeful atmosphere for learning.
- Foster supportive relationships with pupils, treating all with respect.
- Encourage and support the acceptance and inclusion of all pupils.
- Attend staff briefings and meetings to stay informed about issues related to pupils and cover.

Prioritisation

- To deploy emergency cover as required during the day.
- To be responsible for the visiting external agency staff and their schedule for the day.
- Facilitate cover lessons to ensure consistency in students' learning in the absence of their regular teacher.
- Register and record student attendance.
- Engage all pupils in pre-set activities.
- Follow school systems and procedures for behaviour management.
- Undertake appropriate tasks under the teacher's direction.
- Carry out administrative tasks associated with these duties.
- Adhere to applicable rules, regulations, legislations, and procedures



What you will be doing

Clarity and Energy

- Use the school computerised system to update and maintain records, staffing and timetable.
- Ensure classrooms are left tidy for the next lesson.
- Report to the Assistant Principal at the start and end of each day.
- Report back to faculty or subject heads and teachers on the lesson covered and related issues.
- Contribute to the College's ethos and child protection policies and procedures.
- Be aware of and adhere to the College's Equal Opportunities Policy and national legislation.
- Undertake professional development as appropriate, including training days and evenings.
- Contribute to the overall ethos of the College.
- Undertake other duties as required for the grading of the post.

Follow Up

- Maintain a system for reporting on lessons covered and related issues.
- Continuously update professional development and training as needed.
- Address any concerns or issues related to child protection procedures that may arise during duty



How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- GCSE's or equivalent to include Maths & English at a C grade or above
- Good levels of literacy and numeracy

Experience

- Previous experience of working with children - including children with complex needs/challenging behaviour in a classroom environment
- Ability to effectively manage student behaviour in accordance with the College's policies and procedures
- Strong ability to work with technology and educational software
- Excellent communication skills, both oral and written
- Strong organisational and time management skills
- Ability to motivate and organise others
- Ability to work on own initiative, work proactively and to make quick decisions
- Passion for education and a strong commitment to improving student learning outcomes
- Ability to resolve problems independently

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference in a rewarding and meaningful career in education.