

Education Learning Support Team

Job Title	Cover Manager
Reports To	Deputy Headteacher
Supervises	Cover Supervisors

Job Purpose

- Work under the direction of the Deputy Headteacher to ensure the effective delivery of cover arrangements across the school.
- To organise the provision of cover for absent teachers. Manage the daily cover rota ensuring an equitable use of staff and maintaining accurate records.
- Manage a team of Cover Supervisors and liaise with supply staff and agencies to ensure adequate provision within set budget.

Key Corporate Accountabilities

- To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place
- To maintain awareness of and commitment to the Schools Equal Opportunity Policies in relation to both employment and service delivery
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Head Teacher, such other activities may from time to time be agreed consistent with the nature of the job described above
- To work with colleagues to achieve service plan objectives and targets
- To participate in Employee Management schemes and Performance Management and contribute to the identification of own team development needs

Principal Accountabilities

- To organise the provision of cover for absent teachers.
- To manage the daily cover rota ensuring an equitable use of staff and maintaining accurate records.
- Manage, train and quality assure a team of Cover Supervisors, liaising with supply staff and agencies to ensure adequate provision at an acceptable standard within a set budget
- To contribute to the development and maintenance of the School Cover policy.
- Act as a role model, setting high expectations of conduct and behaviour.
- Supervising work that has been set in accordance with the School policy.
- Dealing with any immediate problems or emergencies according to the School's policies and procedures.
- Ensuring completed work is returned to the appropriate teacher after the lesson.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- Be involved in extra curricular activities, e.g. open days, presentation evenings.