 COVER MANAGER/STUDY SUPERVISOR

JOB DESCRIPTION

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| Line Managed by: | SLT Members responsible for cover |
| Line Manager for: | n/a |
| Salary Scale: | NJC Scale 6 (pt range 26 -28) pro rata |
| Hours: | 36 hours, 40 weeks per year |
| Annual Leave: | Taken within school closure periods only |
| Contract | Permanent |

**Job Purpose**

To be Cover Manager and provide cover supervisor support for the school as and when required.

**COVER MANAGER: specific duties and responsibilities**

* Monitor the staff absence line and record the information on the school cover system.
* Arrange daily cover for registration, duties, classes and room changes and publish this information around the site for all staff and students.
* Work with the Associate/Deputy Headteacher to recruit supply teachers to ensure that all classes are covered.
* Manage supply teachers to ensure that they are adequately briefed and supported for their daily role.
* Ensure that all necessary employment requirements are in place and compliance data received before supply teachers work with pupils.
* The preparation, publishing and display of timetable and room changes for all special school events.
* Act as a communication hub for teaching staff in emergency situations.
* Work within the school’s Discipline Code.
* Undertake training, as required.
* Meet with the line manager as required.
* To undertake such other duties as may be required, commensurate with grade and purpose of job

**STUDY SUPERVISOR: specific duties and responsibilities**

**•** Providing in-class supervision for students for absent teachers.

**•** Liaising with HOF/HOD’s regarding planned work set by the teachers.

**•** Providing feedback to the class teachers/HOF/HOD on the lessons covered.

**•** Giving in-class support within a designated Faculty area.

**•** To supervise students in classrooms with the work left in accordance with the school policy. In the first instance this will be within the designated department but can extend to other department areas as appropriate.

**•** To create and maintain an orderly and purposeful learning environment in which pupils can complete the set work.

* To supervise entry and departure of students in accordance with school policy.
* To respond to students in relation to general queries about the set work.
* To collect completed work after the lesson and return to the appropriate member of subject teacher /HOD/HOF.
* Provide brief pro forma led feedback to the subject teacher/HOD/HOF regarding the cover lesson.
* To deal with any immediate problems or emergencies in the classroom in accordance with the school policy.
* To support literacy and numeracy in lessons when not required for cover supervision.
* To accompany visits and field trips as requested under the direction of the lead teacher/organiser.
* To liaise on a daily basis with the SLT member responsible for cover.
* To supervise students in classrooms with the work left in accordance with the school policy. In the first instance this will be within the designated department but can extend to other department areas as appropriate.
* To collect resources needed in order to deliver the covered lesson.
* To communicate effectively the work set by the absent teacher to the students.
* To create and maintain an orderly and purposeful learning environment in which students can complete the set work.
* To supervise entry and departure of students in accordance with school policy.

**GENERAL**

The duties included in this job description may be varied by the Headteacher and/or governing body to meet changed circumstances in a manner compatible with the post held.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Signature: ………………………………………………………. Date: …………………………….

Headteacher’s signature: ……………………………………….. Date: ………………………….…