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### Cover Manager/Cover Supervisor Job Profile

***Broadwater is also committed to safeguarding and promoting the welfare of its students and expects all staff to share this commitment***

### Service conditions: Surrey Pay Salary Grade: SN5

### Salary: £19,245 -£21,796 (pro rata £16,329-18,494) per annum

**Hours per week: 35.83 hours per week Weeks per year: 39**

 **(7.20am-12:20pm; 1:10-3:20pm)**

**Job title: Cover Manager**

**Accountable to: Business Manager**

**Job purpose:** To manage teaching staff cover for planned and unplanned absences within the agreed system of supervision and record staff absences.

 To work under the guidance of teaching staff, implementing agreed work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

*This profile recognises the demands of the current Pay and Conditions regulations.*

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| ***Key Tasks*** |
| **The Management of Resources.** | * Manage and record staff absence
* Manage and arrange teaching staff cover for planned and unplanned absence.
* Organise room changes in relation to cover.
* Ensure appropriate work is available for cover
* Buy-in additional cover staff as required from agencies
* Meet and brief agency cover staff
* Communicate day-to-day changes in staffing and rooming.
* Use the SIMS system to keep a record of staff absence and provide accurate reports
* Supervise classes for absent staff, setting work left by the relevant teachers.
* Assist in preparing the learning environment and the materials used therein
* Assist with the management of student behaviour to ensure a constructive working environment in line with the Behaviour Policy
* Respond to students about the work that has been set
* Collect any work completed after the lesson and return it to an agreed person/place
* Leave the room in good order at the end of the lesson
* Supervise entry and departure of students in accordance with the School’s Policy
* Record and report attendance at lessons in accordance with the School’s Policy
* Deal with any immediate problems or emergencies according to the School’s policies and procedures and comply with the School’s policies and procedures at all times.
* Respect confidential issues linked to home/ students/ teacher/ school work
* Comply with the School’s Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Lead over any safeguarding issues or concerns
* Ensure health and safety, including fire instructions are followed by students.
* Assisting in exam invigilation under the supervision of the examinations officer.
* Accompany school trips.
* Act as a support tutor and be a member of a House Staff team.
* Break duty
* Meet with the Business Manager regularly.
* Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
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## Health and Safety: Compliance with all health and safety procedures. Taking reasonable care for personal health and safety and safety of that of others.

**General Conditions:** This job profile includes the principal responsibilities of the post. However, the post may evolve. The post holder will be required to adopt a flexible approach in order to meet the changing needs of Broadwater School.

**Continuing Professional**

**Development:** We invest in CPD and there will be a full induction programme.