

## Job Description

<b>Job Title:</b>	<b>Cover Manager and Supervisor</b>
<b>Reports to:</b>	Assistant Headteacher
<b>Salary Range:</b>	Judd Pay Scale - linked to Kent Scale E: FTE £27,852 - £29,716
<b>Hours:</b>	<b>Up to 37 hours/wk - Term time only.</b> Hours negotiable. An expectation for an early start to the day to manage the cover for late notice absences

## Job Purpose

To manage, administer and undertake Cover, with principal responsibility for ensuring arrangements are in place to cover for both planned and unplanned staff absences by deploying cover supervisors and arranging supply staff as appropriate.

To undertake cover supervision, once management tasks are complete.

## Main Duties and Responsibilities

### Cover Management and Supervisor

- Manage the work carried out by the cover team, ensuring that both internal staff and external agency staff are provided with information and resources enabling them to cover classes effectively in accordance with the school's policies and procedures.
- Arrange cover for absent staff using SIMS, this will include using a pool of cover supervisors, free teachers (according to policy) and supply teaching staff.
- Ensure that work has been set for absent teachers whilst ensuring that cover supervisors/agency staff are informed and provided with the appropriate resources enabling them to support the classes as required.
- Liaise with supply agencies as required to secure appropriate cover staff.
- Manage and oversee the cover supervisor team including training and performance management.
- Monitor the relevant reporting systems for the absences of staff on a daily basis, as well as monitoring the diary of events, to support the implementation of cover arrangements in advance where possible.
- Update SIMS to ensure the accuracy of staff absence records.
- Analyse trends of cover and absence levels and report to SLT and staff as directed.
- Provide supply staff with school policies and procedures including Child Protection and Safeguarding.
- To supervise pupils in the absence of a teacher, proportionate to time available.
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils on the conduct of the lessons.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for pupils.

## **Person Specification**

The following outlines the criteria for this post. Applicants should describe in their application how they meet these criteria

### **Qualification and Knowledge:**

- SIMS.net database training (desirable)
- Proficient with learning new software packages
- Experience and understanding of confidentiality, GDPR and child protection issues in a school setting

### **Experience:**

- Experience in general administration in a busy work environment
- Experience of Cover supervision

### **Skills and abilities:**

- Highly organised and methodical in planning, prioritising and delivering planned milestones
- Confidence with handling data with analytical skills proportionate to role
- Attention to detail with a drive to improve processes and systems of work to deliver superior results
- Demonstrate commitment to confidentiality and data protection
- Ability to take personal responsibility for organising day to day workload and coach team member towards achieving a common goal
- Ability to work effectively and collaboratively as a member of the school team

This job description reflects the current requirements of the post. As duties and responsibilities change, the job description will be reviewed and is subject to amendment in consultation with the post-holder.