

COVER MANAGER – FULL TIME POST

JOB DESCRIPTION

Responsible to: Assistant Headteacher

Relationships:

Assistant Headteacher
Head's PA
Data Manager
Teaching Staff
Other Cover Supervisors

Hours: 36 ¼ hours per week for 39 weeks of the year (term time only)

Salary: Colyton Support Staff Scale 4 – in range £23,623.00 to £26204.00
(£19,644.00 to £21,790.00 *pro rata*)

Holidays: 4 weeks per annum, plus Bank Holidays and 3 Statutory Days, are included in the pay calculation. To be taken during school holidays.

Confidentiality: It is important that all information on staff, pupils and parents remains absolutely confidential.

Person Specification:

Candidates must have proven experience of working with children in the 11-18 age-group in a learning environment. They must have a good standard of education to at least A-Level standard. They must be able to relate effectively to students and staff and to work constructively as part of a team with an appropriate understanding of their role and responsibilities within the classroom. They must have excellent communication skills, both oral and written, including the ability to listen. They must have the ability to work effectively under pressure.

A qualification relevant to classroom management e.g. Teaching Assistant NVQ is desirable (but not essential), as is experience of using ICT and other technology to support learning.

Duties:

1. **At The Start of The Day**

To liaise with the Assistant Head to ascertain which classes are to be covered, and other related arrangements.

2. **Main Role**

To be the first point of contact for emergency/unplanned cover requirements

To organise and contact additional cover supervisors as required on a daily basis

To use the SIMS system to organise and allocate cover and room changes on a daily basis

To use a range of systems and software packages for room bookings, CPD and trips

To assist cover supervisors as required

To cover lessons, as follows:

(a) Arrive promptly to cover lessons

(b) Ensure orderly entry to the room and check that students are properly dressed and equipped to start the lesson

(c) Keep register of attendance for all groups covered and also at registration periods as required

- (d) Give instructions on work left by absent teacher, Head of Department of Curriculum Team Leader, to the class both verbally and visually (normally from standard pro forma) and state the learning aims of the lesson
 - (e) Arrange the distribution of resources required
 - (f) Where appropriate, to draw on the expertise of other adults in the classroom, e.g. Learning Support Assistant, technical staff
 - (g) Keep students on task
 - (h) Comply with the school's behaviour management policies and procedures and report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class and any issues arising
 - (i) To safeguard the health and safety of the group
 - (j) Manage appropriate care of the fabric and fittings of the classroom
 - (k) Be prepared to improvise if required; seek help from member of staff specified on pro forma if necessary
 - (l) Follow end of lesson requirements from the lesson pro forma including any homework instructions
 - (m) Keep records of progress made by students and any problems experienced during the lesson
 - (n) Collect any completed work at the end of the lesson and return it to the appropriate teacher
3. **Exam Invigilation**
To invigilate both internal and external examinations as required, in liaison with the Exams Officer and Head's PA.
4. **Other Duties**
To carry out subsidiary tasks as agreed with line manager and/or the Head's PA, which could include preparation of resources, photocopying, displaying work, word-processing, data entry etc.
- To accompany teaching staff and students on visits and out-of-school activities, including taking responsibility for a group under the supervision of a teacher.
5. **Performance Management**
To participate in the school's performance management processes, including annual reviews.
6. **Training and Development**
To undertake development activities, as agreed with the Assistant Headteacher, including induction training, regular observations, in-school training sessions and other opportunities as appropriate.
7. **Health and Safety and Other Legislative Requirements**
To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

This document outlines the duties required for the time being of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.