### ST. BARTHOLOMEW’S SCHOOL



**Job Description**

Post: Cover Supervision Manager

Salary: APT&C Scale Point 11-13

Reporting to: Deputy Headteacher: Curriculum and Achievement

**Job Purpose**

To ensure that, by the start of the school day, a programme of cover for absent teachers has been implemented and communicated in accordance with school procedures.

**Principal Tasks**

**Through the year**

* Using the software (currently Nova) to set up a sustainable rota for allocating cover
* Understanding and implementing the agreed cover procedures and protocols
* With support, establishing and sustaining a pool of supply teachers who can be called upon at short notice to cover absence

**Daily**

* Receiving information relating to sickness, continuous professional development, examinations, visits and expeditions to establish which classes need cover
* Planning a cover programme for the day, supported as necessary by Assistant Teachers, Supply Teachers or other strategies
* Establishing any room changes required for the day.
* Disseminating information to those who need to know, in accordance with established deadlines.
* Handover to the Personal Assistant to Leadership Team Members.

**Other Duties**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are common occurrences and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re‑evaluation.

Signed................................................................. Dated.............................................

 Headteacher

Signed................................................................. Dated.............................................

 Post Holder

(Cover Supervision Manager 0918)