

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description for a Cover Manager

Hours of work:	37.5 per week, Mon to Fri, 8.00am – 4.00pm	Contracted weeks:	Term time only- 39 weeks
Supporting work/life balance:	8 INSET days per year / term time only /26 days annual leave / excellent family friendly policies / use of onsite gym and pool /		
Reporting to:	Vice Principal	Direct reports:	No management of staff
Remuneration Package: Job Family: Teaching and Learning. Band: Vocational, 2			
Salary:	Actual £21,865.00 (FTE £25,340.00 [Subject to pay uplift])	Employer pension contribution:	LGPS 15.10% employer contribution

Role Purpose

You will play a pivotal part in maintaining continuity of learning when teachers are away from the classroom. Your knowledge and expertise will enable you to deliver lesson plans for subject specific classes. Your responsibilities will include managing Student behaviour and providing support to promote a positive educational experience for all. The position requires a high level of subject knowledge, adaptability, and a commitment to fostering a positive and inclusive learning environment.

Main Duties and Responsibilities

Support our Students

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for Students and to support a designated curriculum area as appropriate.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Provide feedback to Students on their progress and achievement as appropriate.
- Manage the classroom effectively to always encourage disruption free learning.
- Lead interventions and provide learning support to aid catch up of children with gaps in prior learning.

Support the Teacher

- Lead the management of good behaviour, conflict resolution, and the promotion of positive peer relationships in line with school procedures.
- Identify and solve potential challenges for your Students, to enable a positive learning environment for all.
- Provide specialist support in a specific curriculum area, including preparation, and organisation of resources and support to teaching staff and Students.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations, and other information.
- Record and report Student attendance, behaviour incidents, and other relevant information to appropriate staff members. Oversee the preparation of classrooms with subject-specific learning materials and resources.
- Provide detailed feedback to the teacher on achievements, progress, and concerns for the Students you support and keep accurate records as required.
- Support with marking and delivering feedback to Students as appropriate.
- Correct use of equipment and resources to meet the lesson plans/needs, including IT.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support the School and Community

- Demonstrate the importance of inclusion, equality and diversity when working with Students and colleagues and when representing the school at all times.
- Build respectful and trusting relationships with Students and families, acting as a role model for our professional behaviours and high aspirations.
- Proactively engage with activities outside the classroom, working as part of a team to oversee Students and support with activities such as break and lunch duties, before and after school clubs.
- Supervise Students on visits and trips outside of school as required.
- Collaborate with teaching staff and department heads to ensure a smooth transition and effective communication about lesson progress and Student behaviour.
- Lead and take responsibility for a Tutor group.



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Person Specification – Cover Manager

Qualifications	Requirement	Evidenced
GCSE English and Maths (grade C/4 or higher).	Essential	Application
Teaching and Learning Qualification* (or working towards).	Desirable	Application
A relevant Degree.	Desirable	Application
Additional subject specialism or qualifications in learning support e.g. Speech and Language training, bilingual, SEND specialism etc.	Desirable	Application
Skills and Knowledge		
The ability to use IT effectively to support tasks and activities.	Essential	Application/interview
Good written and verbal communication skills, fluent in English.	Essential	Application/interview
Knowledge and understanding of subject-specific curriculum.	Essential	Application/interview
An understanding of current teaching and learning styles and methodologies, including the effective use of IT in the classroom.	Essential	Interview
Ability to recognise potential barriers to learning and an ability to develop plans to overcome these.	Essential	Interview
Understanding of different strategies to manage behaviour and social skills development in a classroom context.	Essential	Application/interview
Knowledge of the role of external agencies and the role that they can play to provide support for Students.	Desirable	Application/Interview
Good problem-solving and prioritising skills.	Desirable	Application/Interview
Experience		
Working with children across the age and ability range appropriate to the role.	Essential	Application/interview
Presenting training others and presenting to an audience.	Essential	Application/Interview
Contributing to the personal, social, and educational needs of young people.	Desirable	Application/interview
Personal Characteristics		
A commitment to own continuous professional development and learning.	Essential	Application/interview
Demonstrates a commitment to treating others fairly, consistently and with respect championing our inclusive culture.	Essential	Application/interview
Passionate about making a difference to young people and our communities.	Essential	Application/interview
Approachable and patient.	Essential	Application/Interview
Other		
Committed to the safeguarding of young people.	Essential	Application/interview
Willingness to participate in training, particularly First Aid and Team-Teach.	Essential	Application/Interview

* Future Teacher Programme – An alternative route to becoming a qualified Teacher:

We are committed to staff development and interested applicants will be supported to achieve a Teaching qualification, find out more [here](#).

The information contained above is to help colleagues understand and appreciate the work content of their post and the role they are to play in the organisation. While every effort has been made to outline the key duties and responsibilities of the post this document does not permit every item to be specified in detail. Broad headings have therefore been used and it is accepted that associated duties will also be included in the role. This job description will be reviewed regularly as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder.

Signed: _____ Date: _____

Name (Post holder): _____



United Learning
The best in everyone™

■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination