

Job Title: Cover Manager

Responsible to: Vice Principal

Terms and Conditions: Scale F, 37 Hours per week (Term Time +1)

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

The cover manager is responsible for:

- Managing and organising cover for absent staff.
- Organising and providing induction and support for supply staff.
- Ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks.
- The line management of cover supervisors including their induction, training and appraisal.
- Contributing to the overall ethos, work and aims of the school.
- Cover supervisors can respond to general questions and provide general feedback to the teacher.
- The cover supervision role will normally include other activities, e.g. Activities Week.

Key Areas of Responsibility

Cover manager duties:

Oversight and management of staff, procedures and processes in relation to cover, including:

- Supporting management with forward planning of known cover using SIMS.
- Management and allocation of cover for absent teaching staff, including responsibility for responding to daily cover requests.
- Weekly production and implementation of the cover calendar and reporting to Leadership team on cover statistics.
- Development, implementation and review of administrative support systems to ensure that students get the best quality lessons.

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- Organisation and allocation of tasks across the cover team including liaising with those staff available for cover.
- Management of external cover teachers where necessary, including their induction to the Academy and helping them with behaviour and lesson readiness.
- To develop and maintain relationships with cover agencies providing external cover teachers.
- Communication of cover requirements/allocations with all stakeholders.
- Participating in regular (at least twice annually) one-to-one and professional development reviews.
- Oversight of staff well-being for cover teachers (supply) in the workplace, including Health and Safety aspects.
- To liaise with all stakeholders to ensure cover work is challenging and fit for purpose.
- Review cover statistics half-termly to inform future planning

Support for students

- Supervise students while they are engaged in learning activities and deal with immediate problems and emergencies.
- Manage students' behaviour within the ethos and behavioural policies of the school.
- Set high expectations of conduct whilst acting as a role model.
- Respond to student queries on procedures while keeping students on task.
- Promote the inclusion and acceptance of all students within the classroom within the school's policies and procedures of equal opportunities.
- Undertake the role of Mentor to a group of students in accordance with the school mentoring system.

Support for teachers

- Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of students.
- Collect and pass on any completed work.
- Maintain and pass on any appropriate records as agreed beforehand with the teacher.
- Provide support and assistance to teaching staff in large examinations or test groups.

Support for the curriculum

- Support the use of ICT within the lesson as appropriate.
- Understand and ensure appropriate organisation/use of the classroom, equipment and resources.

Support for the school

- Accompany groups of students on school trips ensuring their health and safety (to be at discretion of lead teacher).
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- To provide First Aid within the Academy and attend relevant training
- To contribute to the whole school duty team

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Undertakes other similar duties and activities that fall within the grade and role of the post as decided by the Principal/ Vice Principal.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown, but in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none">• Relational• Self-aware• Curious• Accepting• Empathetic• Reflective	
Qualifications	<ul style="list-style-type: none">• Good Literacy and Numeracy skills to Level 2• Good general level of education to Level 3.	<ul style="list-style-type: none">• Graduate degree
Experience	<ul style="list-style-type: none">• Experience of working in a support capacity in a school with pupils of relevant age or in an appropriate learning environment.	

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Skills/Knowledge	<ul style="list-style-type: none"> • Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment. • Ability to encourage pupils to learn using pre-set materials. • Ability to undertake varied duties. • Ability to work under direction of different people and as part of a team. • Good communication skills with people at all levels. • Ability to gain respect of students through a manner of confidence and authority. • Able to organise own workload in the context of varied tasks. • Able to work calmly under pressure. • Ability to critically evaluate own performance and make any necessary changes to be more effective. 	<ul style="list-style-type: none"> • Working knowledge and skills of ICT to support learning (highly desirable).
Other	<ul style="list-style-type: none"> • The ability to converse at ease with members of the public and provide advice and information in accurate spoken English. 	

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