

Isca Academy – Job Description

Post: Cover Manager
Grade: D
Line Manager: Senior Deputy Headteacher

JOB PURPOSE

- To effectively manage the daily teaching cover rota and associated data/information.
- To work under the guidance of the teaching/senior staff and within an agreed system of supervision. To supervise whole classes during the short-term absence of teachers and to respond to questions and generally assist pupils in undertaking set activities when fulfilling this supervisory role.

MAIN AREAS OF RESPONSIBILITY

Cover Management

- To effectively manage, under supervision from the Deputy Headteacher, the daily teaching cover rota and associated data/information (using SIMS).
- Using SIMS, prepare the daily schedule for lesson cover requirements, ensuring quality of teaching and learning is prioritised.
- Publish the cover rota to the tight timescales required.
- Organise and book cover supervisors and supply staff to ensure effective cover of lessons.
- Liaise with the Deputy Headteacher daily regarding the Academy cover needs.
- Keep accurate records of cover data.
- Completion of timesheets/claims for supply staff.
- Where necessary, arrange room changes to meet the needs of the Academy.

Cover Supervision

- Supervising whole classes during pre-planned learning activities, which have been set in accordance with the school policy i.e. relevant to the age group and point reached in the curriculum to assist with continuity.
- Liaising with teaching staff regarding cover for known absence.
- Collecting finished work as necessary and returning it to the appropriate teacher.
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Reporting, as appropriate, using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Ensuring the security of classroom equipment and resources including ICT.
- Ensuring safe practice within laboratory workshops and practical lessons.

Supporting pupils by:

- Responding to pupils and providing general guidance or advice about process and procedures.
- Established productive working relationships with pupils, acting as a role model and setting high expectations for behaviour.

- Promoting the inclusion and acceptance of all pupils within the classroom.
- Working consistently whilst recognising and responding to individual pupil needs.
- Encouraging pupils to interact and work cooperatively with others.
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance.
- Explaining, reading, clarifying work and encouraging successful completion of tasks set by teaching staff.

Support the curriculum by:

- Helping pupils to access pre-planned learning activities.
- Ensuring that any predetermined equipment and resources are available to pupils.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting differences and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- To provide teaching support to identified lessons/pupils at times as agreed with senior staff in the school.
- Assisting in the school attendance record keeping by taking class registers.
- Supervising pupils at break and lunchtime as required.
- Taking a full part in the school's performance management.
- Under the direction of the Examinations Officer to invigilate examinations observing examination board regulations.

All support staff may be required to assist with reception cover and exam invigilation.

There may be a requirement for you to be first aid trained and provide first aid support to students as necessary.

ALL ISCA ACADEMY STAFF ARE EXPECTED TO

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
- Attend parents, staff and team meetings as required, making a valued and professional contribution.
- Undertake break, lunch and after school supervision as agreed, according to Academy policy.
- Encourage the good conduct of all students and at all times on the Academy site and within its vicinity.
- To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
- Maintain respectful and effective communication with students and other staff, including attendance at briefings and through completing student logs on CPOMS as appropriate.
- Maintain respectful, positive and effective communication with parents, including phone calls and letters home, as appropriate.
- Maintain positive and effective communication and liaison with partner schools and the wider community, as appropriate.
- Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.
- To carry out other duties as reasonably requested by the Headteacher.

This job description is subject to review by consultation.

Isca Academy

Cover Manager & Cover Supervisor: Person Specification

	E *	D *	EVIDENCE **
Qualifications & Training			
Educated to at least Level 2 (A*-C / 9-4 at GCSE).	X		A, I, C, R
Good numeracy/ literacy skills.	X		A, I, R
A-Level qualifications or Level 3 equivalent study.		X	A, I, C, R
Effective use of Microsoft Office packages / general administration	X		
Knowledge, Skills & Experience			
Experience of working in a secondary school or setting with 11-16 age students.	X		A, I, R
Ability to consistently and effectively implement the whole school behaviour management policy.	X		A, I, R
Knowledge of the strategies that recognise and reward effort and achievements towards self-reliance as appropriate to the age and development of students.	X		A, I, R
Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task.	X		A, I, R
Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.	X		A, I, R
Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.	X		A, I, R
Ability to offer constructive feedback to pupils to reinforce self-esteem.	X		A, I, R
Knowledge and experience using SIMS (School Information Management System) or other similar MIS database to input data, access information and produce reports.	X		A, I, R
Knowledge of SEND / strategies for working with children who have additional needs..		X	A, I, R
Knowledge of some areas of the National Curriculum.		X	A, I, R
Qualities / Behaviours			
Ability to work effectively and supportively as a member of the school team.	X		A, I, R
Ability to work under pressure.	X		A, I, R
High level of integrity.	X		A, I, R
Positive role model.	X		A, I, R
Able to demonstrate commitment to a safe school culture.	X		A, I, R
Reflective.	X		A, I, R
Keen to develop through active participation in CPD and whole school projects and plans.	X		A, I, R
Must pass relevant safeguarding of children checks: DBS checks, self-declaration and interview.			
*Essential Desirable **Application form, Interview, Certificates, References			