

# Job Description

---

**Job Title:** Cover Manager

---

**Location:** Jane Austen College

---

<b>Job title</b>	<b>Cover Manager</b>
<b>Salary Scale</b>	<b>Support Scale G</b>
<b>Hours of Work</b>	<b>Full time – 37 hours per week</b>
<b>Weeks Worked</b>	<b>Term Time + 2 Weeks (40 weeks)</b>
<b>Responsible to</b>	<b>Vice Principal</b>
<b>Location</b>	<b>Jane Austen College</b>

### Main purpose of the role

- To Line Manage a team of cover supervisors
- Being responsible for directing staff, including supply teachers, to ensure all lesson periods and duties are appropriately covered in the event of staff absence.
- To monitor costs and contracts with supply agencies.
- To maintain up to date administrative records and data.
- To supervise whole classes of students and enable them to complete the work set in the absence of the teacher.
- To monitor standards of effectiveness of cover lessons and act upon the information to make improvements where necessary.
- To provide cover for the absence of teaching staff so that an effective and tailored approach to cover is delivered.
- To meet the specific needs of individual students, or a small group of students, as directed by teaching staff and in line with their Special Educational Needs.
- To liaise with all relevant staff to support student progress and overall development.

### Organisational relationships

- Responsible to the Vice Principal
- Direct liaison with a range of stakeholders including teachers, students and other Inspiration Trust staff as well as external supply agency staff

### Principal accountabilities and responsibilities

<b>Overview</b>	<ul style="list-style-type: none"> <li>• To co-ordinate cover needs for leave of absence requests, including those for trips, CPD, personal leave and other planned absences and ensure that the burden of cover is kept to a minimum and appropriate records are kept.</li> <li>• To co-ordinate cover needs for unplanned absences and ensure that appropriate records are kept.</li> <li>• To manage the other cover supervisors and ensure that they are carrying out their duties effectively.</li> <li>• Supervise students who are undertaking work that has been set by a teacher, in accordance with the academy policy so that progressive learning continues.</li> <li>• Collect completed work after the lesson and pass to the appropriate teacher.</li> <li>• Report, as appropriate using the school's agreed referral procedures, on the behaviour of pupils during the class and on any</li> </ul>
-----------------	---

	<p>problems arising so that the relevant member of the teaching staff is fully aware of the situation.</p> <ul style="list-style-type: none"> <li>• Manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment, ensuring that the Behaviour Policy is applied consistently in the classroom.</li> <li>• Respond to any questions from pupils about process and procedures so they can continue with their set work.</li> <li>• Deal with any immediate problems or emergencies in accordance with the academy's policies and procedures to ensure that student/employee safety is assured.</li> <li>• To support individual students in the classroom or small groups of students, as required.</li> <li>• To provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.</li> <li>• To use ICT effectively to support learning activities and develop students' competence and independence in its use</li> <li>• To provide a range of support to teaching and learning</li> </ul>
--	---

### Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

### Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

### Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and

that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.**

Person Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Very good numeracy/literacy skills/GCSE grade C (or NVQ 3 equivalent) in Maths and English</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proficient use of technology and understanding of its use in supporting effective teaching and learning</li> <li>Experience of teaching (or other relevant learning environments) covering groups or whole classes</li> </ul>	<ul style="list-style-type: none"> <li>Basic experience of assessing student progress and contributing to the assessment process.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to work consistently, prioritise and delegate appropriately, to handle pressure and to work to deadlines</li> <li>Ability to communicate clearly and sensitively, both orally and in writing, with pupils, parents/carers and staff</li> <li>Ability to work in a team, collaboratively with other staff</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to develop own understanding and capability through advice and training</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Awareness and commitment to safeguarding and promoting the welfare of children and expecting all</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the needs of SEN students in academic surroundings</li> </ul>

	staff to share this commitment	
--	-----------------------------------	--

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**Signature**  
**Name**

**Date**