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| **Title:** | Cover Manager |
| **Project Team:** | Associate Staff - DACT |
| **Reports to:** | Headteacher |
| **Grade:** | G5 |
| **Hours of Work:** | 37 hours per week (term Time only)Monday – Friday 7:15am – 2:45pm with 30m unpaid lunch |

**Key Duties and Responsibilities**

* Administration of setting daily cover (7:15 – 8:30am and 2:05 – 2:45pm) including updating SIMS HR with important information.
* Managing daily supply teachers, ensuring procedures are in place and followed.
* Maintenance of cover cost expenditure.
* Recruiting supply teachers for the needs of the school through liaison with agencies, including obtaining best value for money.
* Supervise students during short or medium-term absence of teachers as required, including:
	+ Managing behaviour of students to ensure a constructive environment.
	+ Respond to questions from students about process or procedures.
	+ Provide feedback to students and teacher in relation to progress and achievement.
	+ Collecting any completed work after the lesson and returning it to the appropriate teacher.
* Supervising examinations or undertaking invigilation as required.
* Provide specific break and lunch time supervision.
* Provide general clerical or administrative support for agreed activities etc.

**Component 1 – Wider Professional Effectiveness**

* Participate in and engage with Academy Inset and Professional Development, whether in-house or external.
* Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
* Disseminate the outcomes of Inset to other staff and ensure that the Executive Team are aware of such innovation and cutting edge development.
* Effectively contribute to the Academy improvement planning process.

**Component 2 – Role Model**

* Ensure that ‘no student is left behind’, in their academic and personal development.
* Conform to the Academy’s Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
* Build team commitment amongst students and staff alike.
* Engage and motivate students and staff to do their best by doing your very best.
* Demonstrate a positive approach to your professional duties and improve the quality of student learning.

**Additional Components**

* To consistently uphold the Academy’s aims and strive to attain Academy Targets.
* To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
* To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.
* Play a full part in the life of the Academy’s community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
* Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
* It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
* The job purpose and key task statements above are indicative and by nomeans exclusive. The need forflexibility amongst staff is therefore considered important.
* To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level.
* To embrace the Academy’s Pursuit of Excellence.

**Health and Safety Responsibilities**

* All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
* Q3 Academies Trust operates as designated no smoking sites.

**The Academy is committed to safeguarding and promoting the welfare of children.**

**All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS) and satisfactory employment references, as well as identification and qualification, prohibition and barred list checks which will be required before commencing duties.**