



Job Description

Title of Post: Cover Manager

Salary Grade: D

Hours of Work: 7am – 3pm

Weeks per year: 39

This rewarding and important post involves firstly organising the whole school cover using Bromcom each day, (training will be provided), followed by working throughout departments of the school supporting teaching staff to enhance student learning. It is to supervise and assist the learning of classes and small groups of students under the overall direction of a qualified teacher. Where necessary it is to support groups of children on a one to one basis or covering the class in the absence of the teacher. You will be immediately responsible to a Senior Manager.

Duties and responsibilities will include:

- Retrieve messages from the absence voice mail and check emails for messages and cover work. Put the absences into Bromcom and organise any supply teachers through agencies, if required. Email cover slips to those staff who are covering and email to all staff the cover notice board summary.
- Input any cover requests that come in from staff, look at the week ahead and plan to book supply if needed.
- Update the supply packs on a regular basis, but especially in September.
- Supervising students while they complete set work either in groups or classes
- Maintaining good order/discipline within the classroom
- Helping students to concentrate on and to finish work set and collect students' work as required
- Motivating and encouraging students and assisting in weak areas e.g. language, reading, spelling, handwriting/presentation, numeracy and behaviour
- Implementing behaviour management policies
- Liaising and working in partnership with the class teacher (and other professionals as appropriate) to plan work for students
- Liaising, advising and consulting with other members of the support team where necessary on all aspects of the role. This may require attendance at school meetings
- Undertaking examination supervision on occasions
- Working within departments on days or at times when lesson cover is not required
- Participating in the school's appraisal system for non-teaching staff
- Undertaking other reasonable duties in connection with the post as may be required by the Headteacher or Senior Manager.