



**SALE HIGH SCHOOL
JOB DESCRIPTION
Cover Manager**

<u>Responsible to:</u>	Head Teacher & Governing Body
<u>Line Manager:</u>	School Operations Manager/ dotted Line responsibility to Deputy Head Teacher (quality of provision)
<u>Purpose:</u>	To coordinate and manage the schools cover arrangements.
<u>Salary:</u>	Band 5 Pts 19-22 (£29,777 - £31,364) Starting Salary £25,351 pro rata.
<u>Hours of work:</u>	Full time 36.25 hours/week. 7.15am to 3.15pm Term time only plus INSET days

Principle responsibilities

- To manage the school's cover arrangements;
- Administration and organisation of cover work set by absent members of staff;
- General administrative duties supporting the school office

Main Duties and responsibilities

- To check the staff absence line daily and log teaching staff absence on the school's SIMS system
- Coordinate and line manage a small team of Cover Supervisors, including delivery of supervision and appraisal processes;
- To liaise with external cover agencies/members of schools' cover pool as appropriate;
- To oversee the induction of classroom cover supervisors and supply staff new to the school;
- Supervision of tutor group and classes in the case of teacher absence
- To work under the guidance of teaching staff to support agreed work programmes with individuals or groups of students in or out of the classroom
- Manage the behaviour of students whilst they are undertaking work to ensure a constructive working environment
- Communicate work set by the teacher to the pupils responding to any questions from them about process and procedures
- Prepare standard lesson resources that could be used if cover work is not available
- Communicate feedback from the cover lesson on a brief proforma and ensuring all completed work is returned to the teacher

- Referral of disciplinary and other student issues using the school's agreed referral procedures as appropriate
- Support the smooth and efficient running of the school and supervising of learning through assisting in some invigilation of examinations/undertaking one lunchtime duty per week/undertaking up to 2 detention duty on a term rota
- To accompany pupils on day trips, visits and other educational activities when required
- Provision of supervising and/or administrative assistance as required. Provision of ad-hoc administrative support to the Administration/Office Team if required.
- Attend and participate in regular calendared meetings

Health and safety responsibilities

All employees have the responsibility:

- (i) To comply with safety rules and procedure laid down in their area of activity
- (ii) To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- (iii) To use protective clothing or equipment as may be provided
- (iv) To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- (v) To co-operate with the Head Teacher in the fulfilment of the objectives of the School's Health and Safety policies.

The Head Teacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the School, National Incentives and Statutory Legislation, after consultation with the post holder



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Cover Manager Person Specification

	Essential	Desirable
Education and Qualifications	<p>Strong educational background (GCE/GCSE Grade C/4 or above); plus qualifications equivalent to Level 3 or above</p> <p>Knowledge of safeguarding procedures and a commitment to ensuring the safety and well-being of students</p>	
Skills & Experience	<p>Experience of working under pressure and to tight deadlines</p> <p>Previous people management experience</p> <p>Significant experience of supervision of young people and knowledge of behaviour management strategies</p> <p>Experience of working in a school environment and in a classroom setting to support educational outcomes</p> <p>Have good computer and administrative skills and be experienced in MS Office, Word and Excel</p> <p>Strong analytical skills, being able to interpret key data and formulate ideas and proposals within short timescales</p>	
Interpersonal skills	<p>Proven ability to enthuse and engage with young people</p> <p>Proven strong behaviour</p>	

	<p>management skills</p> <p>Ability to communicate ideas effectively</p> <p>Excellent team player</p> <p>Shares ideas and resources with colleagues</p> <p>Self-motivated with the ability to prioritise and manage workload over extended periods</p> <p>Good organiser and administrator</p>	
Adjustment and Flexibility	<p>Excellent timekeeping and attendance</p> <p>Works effectively with team to develop actions</p> <p>Sensitive where appropriate but sets high expectations of behaviour and work</p> <p>Flexible and resilient</p> <p>Willingness to take on further duties/responsibilities</p> <p>Willingness to participate in training</p>	Willingness to offer extra-curricular activities