



## Learning Manager (Cover Supervisor) Job Description

<b>Purpose:</b>	To provide stability and continuity and take responsibility for agreed learning activities under an agreed system of supervision for students whose lessons are affected through short-term teacher absence. To establish a purposeful learning atmosphere in a classroom and ensure that student behaviour and learning is managed to the highest standards. To monitor, assess, record and report on students' achievement, progress and development.
<b>Reporting to:</b>	General Operations Manager
<b>Responsible for:</b>	Students during cover periods - whole classes
<b>Liaising with:</b>	Teachers, Year Managers and all staff, Students, Parents/Carers
<b>DBS Check</b>	Enhanced Level
<b>Working Time</b>	36 hours 40 mins a week, 191 days (Term Time plus one training day)
<b>Salary</b>	NJC Grade 5, Points 18-23, £24,519 to £27,723 (pro rata applied)

### SPECIFIC DUTIES

1. Provide classroom management to classes in the absence of a teaching member of staff (up to a maximum of ten consecutive days for the same member of staff but across a number of classes on a daily basis)
2. Create a purposeful and orderly environment in which students can complete work set by the classroom teacher
3. Liaise with a Year Manager to assist with the behaviour management within a specific Year Group and manage personal learning catch up.
4. Support Faculties with administration duties when not required for cover during the working day
5. Undertake training of new staff to the role
6. Implement the school behaviour management (disciplinary and reward) systems
7. Circulate and minute faculty agendas and meetings
8. Undertake break duty and end of day duty as required
9. Invigilate internal and external examinations when required
10. Accompany visits and out of school learning activities as required and take responsibility for collecting trip monies
11. Be a Personal Learning Guide
12. Support the development of learning resources  
Mount displays
13. Plan, prepare and undertake routine marking

## **GENERAL DUTIES**

14. Work with the General operations Manager to identify resource needs and to contribute to the efficient / effective use of physical resources
15. Actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.
16. Be a role model and actively promote the school's Rights Respecting agenda
17. Understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all
18. Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)
19. Maintain confidentiality and observe data protection and associated guidelines where appropriate
20. Undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher

**This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job that are commensurate with the salary and job title.**

**Date: February 2023**

**Headteacher: Mr J Cregg**