

**ROLE PROFILE FORM**

**Data Protection Act 1998. The information you provide on this form is to enable Hampshire County Council to evaluate the role. The information may also be used, in full or part, to support other processes such as performance development review, induction, recruitment and training and development. The information will be stored electronically and in hard copy format and made available to only to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.**

**Role Profile Form Number 02526**

- 1. DEPARTMENT: Children's Services**
- 2. SECTION: Schools**
- 3. GROUP/SPECIALISM:**
- 4. ROLE TITLE IN FULL : Cover Manager**
- 5. SAP ROLE TITLE : Cover Manager**
- 6. NEW PROFILE Yes  
DATE OF COMPLETION April 2007**
- 7. REPORTS TO  
Headteacher/Deputy Headteacher**
- 8. ROLE PURPOSE:**

Under the professional direction of a senior leader, to oversee and organise the duties of a team of 6 lesson cover supervisors. Also to ensure that all training requirements for the cover team are met along with line management and performance management provision.

## 9. ORGANISATION

*Please provide a simple line drawing indicating where the role sits within the organisation in the box below.*

Headteacher/Deputy Headteacher

Cover Manager      Support Services Manager

Cover Supervisor

## 10. Accountabilities

### Support for Pupils

- To supervise whole single classes of pupils using material planned by a teacher to engage pupils in learning activities.
- Establish productive working relationships with pupils acting as a role model and setting high expectations of work and behaviour.
- Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.
- Respond to pupils' general queries and keep pupils on task.

### Support for Teachers

- Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.
- Comply with instructions requested by the usual class teacher.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

### Support for Curriculum

- Make appropriate use of equipment and resources.
- Comply with lesson plans and instructions from class teacher.

### Support for School

- To oversee and organise the duties of the cover team, making most effective use of individual strengths within the team and development opportunities for individuals

- Maintain awareness of the team's training requirements and providers for this. Line management and performance management of the cover team
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertaking playtime or lunchtime supervision of pupils.
- In line with the operational needs of the school, undertake other duties (e.g. supervising examinations) when needed.
- Participate in training and continuing professional development.
- Attend relevant school meetings as required.

**Corporate and statutory initiatives – equalities/health & safety/e-government/sustainability**

- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.

**11. Key Decision Making Areas in the Role**

- A cover manager will deal with pupil behaviour and make judgements when to refer incidents to a senior member of staff/class teacher as well as lead and support the supervisor team in dealing with such incidents.
- A cover manager will work without the close presence of a teacher and support the cover team to become skilled in this work
- A cover manager will be required to produce general feedback to the class teacher and keep records as appropriate – as such the postholder will decide on what feedback to give.
- A cover manager will be able to organise the daily work of the team and support their work where necessary, deploying cover supervisors as appropriate to their skills and experience
- A cover manager will have to maintain an overview and make provision for the appropriate training and performance management of the cover team

**12. Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)**

- A cover manager undertakes whole class or grouped class supervision in the absence of a class teacher and responsibility for the work of the cover team who are also covering whole or grouped class supervision.

## HAMPSHIRE COUNTY COUNCIL

- Responsible for a team of 6 Cover Supervisors and their allocation to classes/groups of children

**13. Main Contacts – external/internal customer contacts and purpose**

- Internal (in school) – pupils, other colleagues, the cover team, teachers, headteacher, members of governing body.
- External (outside school) – (usually under the direction of the teacher) parents/carers.

**14. Working Conditions – environmental and physical factors, physical effort or strain and frequency of occurrence.**

- School and classroom based learning environment (sometimes significantly constrained in terms of space/equipment/seating) – responsibility for maintaining calm.
- Will be skilled in restraint techniques for dealing with difficult children.
- Expected to maintain behaviour management standards of children, some of whom can be especially challenging and difficult, and deal with racial/abusive language and bullying.
- Health and Safety responsibility for self, children, cover team and area which is particularly demanding in a child-centred environment.

**15. Role requirements for operational effectiveness.**

*Please state the essential skills, qualifications and types of experience which are required for operationally effective service delivery. Additional and desirable, attributes or qualifications, e.g. a degree or membership of a professional body should only be included, where the employing department believes that the role cannot be effectively performed without it.*

- Empathy with pupils and sympathetic to their needs
- Trained at least to NVQ 3 or equivalent
- At least 4 years relevant experience in a teaching/learning/child support working environment (eg as Learning Support Assistant)
- Experience of having worked without the close presence of a teacher (eg as a Learning Support Assistant taking large groups of children or as a Cover Supervisor)
- Knowledge of curriculum especially literacy and numeracy requirements and good personal literacy and numeracy skills
- Good communication skills and able to clarify and explain instructions clearly to both pupils and Cover Team
- Professionally discrete and able to respect confidentiality on particular issues
- Well developed interpersonal skills enabling effective relationships with a variety of different people

- Team Worker
- Specialised training regarding lesson cover supervision and behaviour management, supporting other supervisors and effective deployment of the team on a daily basis
- ICT literate in appropriate systems

**16. Context/Additional Information**

- Due to the nature of the role, the postholder will need to adapt to different classes and groups of children and will therefore need to demonstrate flexibility.
- The postholder will also have to consider the skills, experience and development needs to the cover team to consider how they will adapt to different classes and groups of children
- It has a high confidentiality component and needs to hold the trust of both the pupils and colleagues. It may include acquiring information on child protection/family sensitive issues which must be treated carefully and appropriately.
- The size and type of school will be a factor in determining how the role operates as will the physical site of the school.