

Job Description

Job Title	Cover Manager	Ref
Job Family	Support for Teaching & Learning	Job Grade 7
Hours	37 hours, 39 weeks	

PURPOSE OF THIS ROLE

Overseeing the effective day-to-day deployment of cover supervisors and /or agency personnel.
 Provide administrative support across the school.
 Provide classroom supervision to students when a teacher is absent.

KEY RELATIONSHIPS

The post is line managed by the School Business Officer (Personnel).
 The role involves regular liaison with other teaching and support staff in school.
 The post holder will supervise students in the classroom.

OTHER CONSIDERATIONS

The post holder will be expected to work with and support teaching and associate staff to ensure a positive working environment.

The post holder will have the ability to be flexible and have the skills to establish effective relationships with young people in the classroom and adults around the school.

Although the post holder is expected to participate in the full range of duties below, these will be reviewed on a school needs led basis.

Main Duties and Responsibilities include:

- Be the first point of contact for staff to report absences; initiate absence documentation and record accurately on the MIS, ensuring confidentiality and discretion at all times.
- Ensure supply personnel are greeted, supplied with the necessary information and resources and taken/sent to where they are required.
- Collate and communicate cover work to the cover supervisors/agency personnel in a timely manner.
- Communicate and supervise the work set by the subject teacher to the students, ensuring that students are aware of the teacher's expectations during the course of the lesson with regard to task completion.
- Arrange lesson cover for the absence and staff development activities of teaching staff, using in-house staff wherever possible; monitor the use of in-house staff ensuring cover requests are allocated fairly and staff do not exceed agreed time limits; Report any concerns to the School Business Officer (Personnel).
- Liaise with external agencies to negotiate best value regarding the purchase of supply services where in-house staff are not available to cover for absent colleagues, providing regular updates on their use to the Operations Manager.

- Arrange room changes as and when required, e.g. during exam periods, ensuring that relevant staff are aware of such changes.
- Work closely with the School Business Officer (Personnel) and Operations Manager to ensure the effective day to day deployment of administrative and clerical staff across the school and Post-16 centre, arranging cover as needed; maintain and develop an efficient front-line customer service.
- Arrange cover for first aid to ensure the rota is complete each day.
- Undertake cover/classroom supervision in the absence of teachers.
- Manage the behaviour of students whilst undertaking set work to ensure a constructive environment.
- Motivate students to complete tasks set by the class teacher and encourage students to interact and work co-operatively with others to ensure that students are engaged on the set tasks.
- Collect completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate, using the School's agreed referral procedures on the behaviour of students during the class and any issues arising.
- Assist staff in whole School supervisory duties at breaks and lunch-times.
- When not required to provide classroom cover undertake clerical/administrative tasks, supporting the main school office and other areas of the school if required.

General Responsibilities:

- Administration of first aid provided training given and qualification held.
- Assist with exam invigilation provided training given. This will include acting as a reader or a scribe (amanuensis) for students for which access arrangements apply.
- Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- Attendance at staff meetings and INSET activities where relevant;
- Undertake any other duties that might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

People Management

None

School Policies and Procedures

Actively support the School's Policies and Procedures.

Health and Safety

Ensure own compliance with the School's Health & Safety policy/procedures and the health, safety and welfare of students at all times.

Risk Management

Comply with Risk Assessments pertinent to the role. Contribute to risk awareness through carrying out of duties and raise issues where appropriate

Carry out any additional duties within the overall function commensurate with the grading and level of responsibility of the job.

Aldercar High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON PROFILE

Job Title:	Cover Supervisor	Ref
Job Family:	Support for Teaching and Learning	Job grade: 6

	Essential	Desirable	Evidence
Experience	Experience of working with young people	Experience of working in a school	A, I
Skills and knowledge	<p>Ability to manage the behaviour of students to promote and maintain order and a calm working environment for students</p> <p>Demonstrate very good competence in numeracy and literacy</p> <p>Excellent communication skills</p> <p>Use ICT effectively for administration and processing data</p> <p>Knowledge of School policies, and regulations specific to the role</p>	Familiar with specific school MIS, e.g. SIMS, PARS, 4Matrix	A, I
Personal Effectiveness	<p>Able to manage own time and that of others effectively</p> <p>Able to motivate and influence students</p> <p>Have a flexible approach to work</p> <p>Effective communication to engage and influence students with challenging behavior</p> <p>Willingness to undertake personal professional development</p>		A, I
Qualifications	GCE (CSE Grade 1) GCSE pass or equivalent of NVQ level 2 in maths/ numeracy and English/literacy	Basic First Aid	A, C
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A = Application
 I = Interview
 T = Test
 C = Certificates