

JOB DESCRIPTION

COVER MANAGER

Main Purpose of the job

- To have responsibility for the overall deployment of non-teaching support in classrooms and other learning environments, ensuring that teaching and learning can continue uninterrupted in the absence of regular teachers.
- As a small school the role has expectation of managing the day-to-day cover as well as being in the class supervising whole classes during the teachers absence. This includes liaising with other cover supervisor/teachers to cover those absences that arise during the school day and booking of rooms/school calendar etc. for meetings/events that are going to occur.
- To lead, supervise and support a team of Cover Supervisors and Supply Teachers.

Main Responsibilities and Duties

- To maintain the computer cover system by entering details of all absences.
- To administer the Cover system after the initial cover is allocated and inform teaching staff of any changes to the cover list.
- To maintain a database of available cover staff, including bank teachers and teaching assistants, ensuring accurate records of their availability, qualifications, and preferences.
- Liaise with external agencies to secure additional cover when necessary.
- To allocate the following day's cover for all known absences.
- To liaise daily with bank cover staff and book staff as required.
- To check and authorise supply staff timesheets.
- To provide cover in lessons
- To provide an induction service for new supply staff/cover supervisors.
- To be the main point of contact for supply staff and assist them with any queries.
- To line manage the cover supervisors and monitor their contribution to the school.
- To liaise with the Examinations Officer about the rooming and re-rooming required for all examinations.
- To co-ordinate room changes
- To manage the reporting and recording of teacher absences, ensuring accurate and up-to-date records are maintained.
- To notify relevant staff members, including the senior leadership team, of any extended absences or significant patterns.
- To collect and analyse data related to cover arrangements, including the frequency of absences, effectiveness of cover staff, and any areas for improvement.
- To generate reports and provide recommendations to senior leadership to enhance cover provision.
- To identify training needs for cover staff and organize relevant professional development opportunities.
- To keep up to date with educational policies and best practices in cover management.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

- Sound interpersonal, leadership, management and supervisory skills - essential.
- Excellent organizational skills, attention to detail, and the ability to communicate effectively with staff members, students, and external agencies.
- Sufficient understanding and knowledge of the school policies, systems and strategies.
- Knowledge of legislation and regulations applicable to the teaching and learning of students and to the support of employees.

The key responsibilities and duties set out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out.

PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the CEO.

Other Duties

- To have due regard for safeguarding and to follow child protection policies and procedures adopted by Sherborne Area Schools' Trust
- Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
- Uphold and promote the values and ethos of the Academy.
- Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the Academy.