

**Job Description**

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| **Job Title:** | Cover Manager |
| **Location:** | St Mary’s Catholic College |
| **Responsible To:** | SLT Cover Lead |
| **Responsible For:** | Cover Supervisors |
| **Salary Grade:** | Band G, SCP 19 - 24, £32,061 - £35,412 (£27,822 - £30,729 Actual) |
| **Contract:** | This is a 2 year fixed contract, 36 hours a week, 39 weeks a year (term-time + INSET days) |

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| **Key Purpose of Job** **GENERAL PURPOSE OF THE JOB**   1. To co-ordinate and allocate daily cover arrangements for planned and unplanned staff absence 2. To line manage the Cover Supervisor team 3. To supervise whole classes during the short-term absence of teachers. 4. Coordinate the daily work for cover supervisors to ensure instructions for the lesson are provided. 5. The primary focus of the role will be to maintain good order and to keep students on task ensuring they progress through the planned curriculum.   **Responsible to**: SLT Cover Lead |

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| **MAIN DUTIES** **SUPPORT FOR STUDENTS**  * Act as a role model and set high expectations of conduct and behaviour * Promote the inclusion and acceptance of all students within the classroom * Keep students on task and respond to general queries, ensuring adherence to the school’s behaviour policy  **SUPPORT FOR TEACHERS**  * Keep appropriate records as agreed with the teacher * Promote positive values, attitudes and good student behaviour, dealing promptly with incidents in line with established policy and encourage students to take responsibility for their own behaviour  **SUPPORT FOR THE CURRICULUM**  * Support the use of ICT where appropriate * Make appropriate use of equipment and resources * Follow the planned curriculum   **SUPPORT FOR THE SCHOOL**   * Liaise with HR admin support/SLT to ensure necessary cover arrangements are in place when staff are absent, short term supply bookings, permanent timetable/room changes, scheduling curriculum subject reviews and attending courses * Send daily cover list by email * Meet and induct all supply staff, process timesheets and agency invoices * Maintain Arbor Cover 7 diary by updating staff absences and room closures due to curriculum activities or examinations * Liaise with Examinations Officer to ensure room availability for exam clashes and candidates with SEND * Prepare registration cover list of available staff * Create and maintain student timetables in SIMS * Support with cover of lunchtime and break time duties. * Recruitment of Cover Supervisors, building and supporting Cover Supervisor team * Update staff absence procedures and cover section of staff induction pack annually and circulate to all staff * Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop * Participate in training and other learning activities as required * Attend relevant school meetings as required * To respect confidentiality at all times.   **OTHER RESPONSIBILITIES**   * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager * To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace * Ensure that all duties and services provided are in accordance with the School’s Equality & Diversity in Employment Policy * The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.   The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. |
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| **Supervision / Line Management Responsibilities of the post**   * Cover Supervisors |

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| **Working Environment & Conditions of the post**  Normal office/ site environment |

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| **Other Duties** To undertake additional duties as required, commensurate with the level of the job.To contribute to the effective working of the HFCMAT.  1. Maintain positive, professional relationships with students, parents / carers and teachers. 2. To participate in induction training, staff review processes and professional development opportunitiesAll staff must commit to Equal Opportunities and Anti-Discriminatory Practice. 3. The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and School vehicles. 4. The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled. 5. The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures. 6. The post-holder must comply with the Trust/School’s Health and Safety requirements specifically for the school they are based 7. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.   As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post. |

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.***