

Job Description

Job title:	Cover Manager
Working hours:	5 Days a week Mon - Fri, hours negotiable Term time only (39 weeks per annum)
Salary:	Salary Scale 9-12 £31,158 - £32,535 per annum pro rata
Accountable to:	Assistant Headteacher/Headteacher

Purpose of the Job

The Cover Manager is responsible for the effective and efficient coordination of daily staff absence cover, ensuring continuity of learning for students during teacher absence. This includes arranging internal and external cover, supervising lessons when required, and maintaining up-to-date cover records using school systems. The post holder will play a key role in maintaining high standards of classroom management and ensuring the smooth running of daily operations.

Main Duties and Responsibilities

Under the direction of the Line Manager the post holder will be expected to undertake a variety of tasks which including but not limited to the following:

During cover lessons, the Cover Manager will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work', such as planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development. When not required for cover, Cover Managers will work on Administration tasks. Cover Managers will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.

Liaison with Supply Agencies

- Contact supply agencies as needed to arrange external cover.
- Confirm and manage supply bookings, ensuring best value and continuity.
- Provide supply staff with induction materials and support on arrival.
- Ensure all supply teachers are aware of school policies, procedures, safeguarding expectations, and daily routines.

Lesson Cover Delivery

- Supervise students during lessons when cover is required.
- Deliver work set by the class teacher, ensuring students remain on task.
- Uphold and enforce the school's behaviour policy, maintaining a calm and productive learning environment.
- Provide feedback to teachers regarding student conduct and lesson completion.
- Support the use of ICT and classroom resources.
- Supervise form time and assemblies, taking attendance as required.

Administrative and General Duties

- Undertake administrative tasks related to cover and absence, including report generation and record-keeping, production of absence reports for staff and analysis of classes impacted by cover.
- Contribute to the school's wider administrative functions when not deployed for cover.
- Attend relevant training and meetings.
- Participate in the school's appraisal and professional development cycle.
- Carry out other duties in line with the role as directed by the Assistant Headteacher or Headteacher.
- To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- To complete any other tasks as directed by the Line Manager associated with the responsibilities and specification of the role.
- To carry out any other office-based duties consistent with the grade of the post that may be required from time to time.

Promotion of School

- To contribute to whole school events as and when required.
- To promote and maintain the standards of the school's commitment to Safeguarding children.
- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.