



COVER MANAGER AND COVER SUPERVISOR

Responsible to:	Assistant Headteacher (Assessment data, reporting and timetabling)
Band:	8
Salary:	£25,628.95 per annum (£29,217 FTE)
Hours:	1480 Annualised Hours, usually worked at the rate of 37 per week with the balance worked during peak periods and school holidays. Working patterns will be agreed each academic year with Headteacher and Line Manager.

Main Duties & Responsibilities

Cover Manager

- To effectively manage the day to day cover in school, whilst ensuring best value in the procurement of agency services.
- To manage both planned and daily cover in accordance with the School's policy (Rarely Cover), and the 'Safeguarding' requirements and keep the diary of planned absences and liaise with SLT regarding planned absences.
- To liaise with supply agencies to recruit high quality supply staff, using the School's preferred agencies and ensuring best value.
- To effectively utilise the cover resources (eg cover supervisors) of the school for all teaching staff absences and to inform relevant staff of any changes to the cover list.
- To take responsibility in the induction of supply teachers.
- To receive communication from teachers regarding their absence.
- Provide all necessary reports to Senior Leadership including monthly absence reports
- To receive, record and deal with requests for rooms and room changes.

Cover Supervisor

- To supervise the classes of teachers at meetings, professional development activities or with short term illness
- To explain clearly to students the work set by the teacher and to help students with organisation of resources
- To ensure the Behaviour Management Policy, Code of Conduct and practices are followed including rewards and sanctions
- To ensure there is a prompt and orderly start to the lesson and students are dismissed according to the school policy
- To assist students in the organisation of their work
- To maintain the conditions for the completion of the work as required by the class teacher
- To collect in work at the end of the lesson and distribute it as required by the teacher
- To liaise closely with the Subject Leaders, Leadership Team members
- To provide support in the classroom with a teacher or other activities around the school such as small group support and other administrative activities at times when no cover supervision is required



General Duties

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy
- The school is committed to safeguarding and promoting the welfare of children and young people and the school expects all staff and volunteers to share this commitment
- To attend relevant meetings and training sessions

Contacts:

In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive working relationships.

Internal

Students, Teaching staff, Support staff, School Leadership Team, School Governors, Lead SEN Governor

External

Financial Accountancy & Auditing Services Provider, Suppliers, Parents, Schools, Local Authority, General Public, Business and Voluntary Organisations, Contractors

Notes:

- The school reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustment will be considered as required by the Equality Act.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equality Opportunities Policy.



Cover Manager & Cover Supervisor

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Good general standard of education with qualifications to at least 'A' level standard or equivalent	Degree level of qualification
Experience		Experience of working in a school environment Experience of working with young people
Knowledge	Understanding of the basics of lesson planning and delivery Understanding of the main challenges for pupils in the secondary sector Appreciation of the need for boundaries & adherence to school's Behaviour & Discipline Policy	Knowledge or understanding of secondary school procedures
Skills & Ability	ICT Skills (Excellent skills in Word, Excel, Microsoft Outlook, PowerPoint,) Good analytical and numerical ability Excellent written and oral communication skills Good communication and interpersonal skills – working with staff, students and parents/carers High level of personal organisation, and the ability to work without close supervision Calm, confident attitude Ability to adapt quickly to different situations and a good level of common sense	Knowledge of Arbor



	Ability to work in a team and on your own	
	Experience of dealing with confidential issues	

Safeguarding Children

- We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:
- 1. All appointments are made subject to:
 - a. An enhanced DBS disclosure with barred list check;
 - b. Checks of professional status (EWC; QTS etc.);
 - c. Confirmation of professional qualifications;
 - d. Receipt of strong references (if not received by the time of interview); and
 - e. Medical clearance
- 2. We only accept applications completed on the Droitwich Spa High School and Sixth Form Centre application form with a covering letter. Please do not send CVs or open testimonials.
- 3. Please ensure that application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.
- 4. The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.
- 5. When seeking references, we will request information about your suitability to work with children.
- 6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.