



JOB TITLE: Cover Manager

REPORTS TO: Assistant Headteacher

BAND: Scale 6

JOB PURPOSE:

- To manage all cover arrangements including the planning and/or preparation of cover lessons and the materials and resources needed.
- To supervise/cover classes without the presence of a Class Teacher in the event of planned or unplanned absence, including managing and supervising pupil behaviour.
- To manage the use of Evolve, the online educational visits planning and approval system.
- To be responsible for the smooth running of calendar events

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust's Vision and Values.
- To maintain awareness of and commitment to the Trust's Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination taking place.
- To comply with all Trust policies including Code of Conduct, Safeguarding Policy and E-Safety Policy.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in the Performance Management Procedure and contribute to the identification of own team development needs.

PRINCIPAL ACCOUNTABILITIES

- To manage and organise the daily cover arrangements for those staff who are not available for their normal teaching commitment.
- To be responsible for the planning and/or preparation of cover lessons and the materials and resources needed.
- To ensure that the daily cover system operates equitably and fairly and to keep records of cover provided.
- To maintain accurate attendance records for each member of staff.



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- To engage supply teachers for the purpose of covering staff who are unavailable to teach and keep an up to date register of such supply staff.
- To liaise and coordinate with the relevant members of staff regarding room and cover requirements during assessment periods.
- To treat information relating to absence of staff in strictest confidence
- Undertake whole class supervision of work that has been set in accordance with the school policy.
- Support the Curriculum Plan and learning programmes designed by the Class Teacher.
- Responding to any questions from pupils about process and procedures.
- Providing feedback to the Class Teacher on the pupil's progress against lesson plans, conduct of the lesson. Keeping pupil related records.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate Class Teacher.
- Attend meetings and training sessions as required.
- Provide additional support to teachers in classrooms, to carry out administrative tasks when not covering a class.
- Act as a role model, setting high expectations of conduct and behaviour.
- Report student and school issues in line with the school's policies for health and safety, child protection, behaviour management etc.
- To manage the use of Evolve, the online educational visits planning and approval system.
- To contribute to the smooth running of calendar events

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

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

I confirm that I have read and understood, and that I accept, the above job description:

Signature: Date: Name in full



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Qualifications & Experience	Specific Qualifications and Experience	Successful experience working with children in a school environment Educated to NVQ Level 4 in learning support, equivalent qualification/experience
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of the School
	Literacy	At least English GSCE (A-C) level or equivalent
	Numeracy	At least Maths GSCE (A-C) level or equivalent
	Technology	Good working knowledge of ICT to support learning
Communication	Written	Ability to write detailed reports and letters
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy and strategies, which contribute to a purposeful learning environment.
	SEN	Ability to understand and support children with developmental difficulty or disability.
	Curriculum	Detailed understanding of the school curriculum Good working knowledge specialist curriculum areas such as numeracy and literacy
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance and recommend strategies to support development Motivate, inspire and have high expectations of pupils
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school Understand the value and the role of the parents and carers in supporting children.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively Ability to adapt quickly and effectively to changing circumstances/situations
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding of and implementation of child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role