

Job Profile

Job Title:	Cover Manager
Salary:	8
Post Name:	
Key Base:	The Castle Rock or The Newbridge School <i>with the flexibility to work in other schools within the MAT as required.</i>
Hours:	37 hours per week (40 weeks per year) 89% FTE
Responsible to:	Academy Business Manager / Head of School or Deputy Headteacher
Core Purpose:	To enable students to access the curriculum and make progress. To meet the potential of the whole child. To support the development of the student support team in line with the Special Educational Needs Code of Practice and School Development Plan.
Job Purpose:	To have the responsibility for ensuring arrangements are in place to cover for staff absence, deploying cover supervisors or arranging supply teachers as appropriate, and monitoring and evaluating the impact of cover. They will ensure that those providing cover are sufficiently informed to do so effectively, including providing basic induction information for supply teachers if required and quality assurance.

Main duties & responsibilities:

Main Purpose of Job

1. To maintain and manage supply agency / supply teacher listings, keeping contact names and details up to date, including DBS information..
2. To manage any teacher supply agency contacts, contributing to the establishment and/or management of preferred agency supplier contracts including negotiating competitive charges and fees where applicable.
3. To manage the arrangement of cover for absent colleagues (teachers and support staff), including deploying cover supervisors, arranging supply teachers, and ensuring that the school is compliant with the provisions in STPCD around "Rarely Cover" in connection with requesting cover by teaching colleagues.
4. Maintain accurate and up to date records of known colleague absences in the Cover Diary/Arbor MIS system.
5. To contribute to the development of, and implement agreed procedures for receiving, recording and acting on notification of planned and short-notice unplanned absence, communicating with relevant colleagues as appropriate.
6. To notify relevant teaching staff of any need to provide appropriate work for students who are to be supervised and to ensure this is received in good time to share with people covering lessons.
7. To give clear, accurate and complete information to those providing cover, as needed to enable them to work effectively.
8. To provide and maintain up to date basic induction information to any supply teacher who is new to the school, to ensure they can locate relevant facilities and they fully understand what is expected of them in terms of policy and procedure (including Health and Safety and Behaviour policies). Ensure previously employed supply teachers are fully up to date with policy information.
9. In consultation with all relevant colleagues to evaluate the impact of cover provision, considering student progress, impact on teachers, impact on behaviour, and impact beyond the covered lesson.
10. To have line management and performance management responsibility for all other cover supervisors within the school, including identifying any support or training needs and seeking to address these in a timely and cost-effective manner.
11. To facilitate the creation, management and maintenance of an activity bank comprising pre-set work produced by teachers and other general activities produced/collected by the Cover Supervisory team.

This is intended to be drawn upon by any cover supervisor in the event that pupils complete the pre-set work more quickly than expected, in order to ensure that pupils are engaged in constructive activity.

12. To undertake regular walks to ensure any staff deployed to cover are in the correct rooms with correct students and general quality assurance is achieved e.g. appropriate learning management strategies are deployed

13. To ensure that appropriate feedback to teachers whose lessons have been covered is provided in a timely manner.

14. To undertake administrative duties relevant to the role.

15. To invigilate or provide authorised SEN support for internal and external tests and examinations under formal conditions.

16. When not required to undertake any of the above, to undertake any of the duties laid out in the Cover Supervisor/Student Support Assistant Band 2 Job Profile, as per the Line Manager's direction.

17. To support, as appropriate, in instances where students are unwell whilst at the school.*

18. To provide toileting support to students as necessary.**

Other duties the school may wish to include, not affecting the grade of the post:

19. To undertake supervision duties as required.

* first aid should only be provided by staff who hold appropriate first-aid qualifications. However, any member of staff may be required to provide general support to a child who is unwell or receiving first aid treatment.

** these duties only to be undertaken after appropriate risk assessment and training have been provided.

SPECIAL FACTORS

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

Note 2:

The above responsibilities are subject to the general provisions of the appropriate conditions of service document and any authority interpretation as discussed with the non-teaching association.

- a) The detail of the duties will be determined following consultation with the postholder.
- b) The Trust operates a no smoking policy on all campuses.

Note 3

The contents of this job description will be reviewed with the post holder on a regular basis in line with the Trust's Performance Management and Pay Policy.

Note 4:

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

Note 5:

The nature of the work may involve the jobholder carrying out work outside of normal working hours.

Note 6:

This Job Profile sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Note 7:

The Apollo Partnership Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Potholder's signature:			
Printed:		Date:	
SLT signature:			
Printed:		Date:	