



Cover Manager

Person Specification: Cover Manager

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> GCSE English and Maths at Grade C or above (or equivalent). Qualified to work in the UK. 	√ √		Application form & evidence
Experience: <ol style="list-style-type: none"> Experience of working with children or young people or working within a school. Excellent IT skills and experience of using IT systems St John's Ambulance First Aid or equivalent or prepared to undertake training. 	√ √	√	Application form
Vision and Strategy: <ol style="list-style-type: none"> Vision aligned with Cox Green School of high aspirations and high expectations of self and others. 	√		Interview
Behaviours, Skills and Abilities: <ol style="list-style-type: none"> The ability to communicate fluently in accurate spoken and written English is essential for the post. Excellent listening, communication skills and high levels of emotional intelligence. Strong organisational and time-management skills and ability to work under pressure. Resilience and optimism to lead through day-to-day challenges in a busy school environment. An ability to help implement necessary routines and patterns to establish good behaviour management within a school. The ability to work well under pressure and to be decisive using own initiative. Able to lead, train and motivate a team of cover supervisors. Ability to negotiate with staff at all levels and to work collaboratively with teachers and others. Ability to use IT systems including databases and Microsoft Office products. Ability to pay attention to detail when completing administrative tasks. Able to analyse and access information and data to work out complex cover arrangement. Understanding and knowledge of confidentiality. 	√ √ √ √ √ √ √ √ √	√	Application form and Interview
Other: <ol style="list-style-type: none"> This post is subject to an enhanced Disclosure and Barring Service (DBS) check. Must be committed to safeguarding the welfare of children. 	√ √		Interview



**COX
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SCHOOL**

Cover Manager

Job Description: Cover Manager

Line Manager:	Data Manager
Posts directly supervised:	N/A
Main Purpose of Role:	To ensure all lessons and other school activities have cover from supervisors and/or supply staff when staff are absent and to monitor, evaluate and intervene if issues arise.
Core Accountabilities:	
Achievement and Progress :	
<ul style="list-style-type: none">• Ensure all students; including those with SEN make at least good progress across all of the key stages by supporting students in accessing learning activities through the delivery of cover lessons using the resources and materials provided by teaching staff.• Ensure variations between the progress made by different groups of students or any areas of underachievement including the variation of groups of students is addressed and the achievement gap is narrowed significantly by knowing students and their needs.	
Teaching and Learning:	
<ul style="list-style-type: none">• Support the delivery of high quality learning by providing effective cover when a member of teaching staff is absent in order that students make at least good progress.• Support all students and key stages across the curriculum as required by the daily cover list.• Promote consistently high expectations of all students and apply whole school policies.• Promote and generate high levels of enthusiasm for, participation in & commitment to learning in all students.	
Behaviour and Safety:	
<ul style="list-style-type: none">• Develop and promote effective partnerships with parents, carers, other staff and students so they are highly positive about the subject area in terms of achievement, teaching and learning, behaviour and safety.• Ensure student behaviour is managed through a systematic, consistent approach to behaviour management, in line with whole school policy, is applied within all lessons and outside of lessons.• Take active steps to eradicate all forms of bullying under the guidance of teaching staff.• Be aware of what constitutes an unsafe situation and that supply staff and cover supervisors know how to keep themselves and others safe.• Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.• Perform duties in line with Health & Safety rules.• Undertake First Aid duties in line with qualification/training received and act in line with the schools accident/incident policy	
Leadership and Management:	
<ul style="list-style-type: none">• Demonstrate an uncompromising and highly effective drive to improve achievement, or sustain the highest level of achievement, for all students, over a sustained period of time.• Lead by example and demonstrate passion and ambition for the school.• Employ highly effective strategies to improve achievement and progress by: ensuring high quality supply staff are utilised effectively, seeking out and modelling best practice, reflecting on the quality of teaching, learning, behaviour and progress, being open to coaching, dialogue, mentoring and support.• Seek regular feedback through line management and be positive and active in team meetings to allow for effective communication and dissemination.• Take part in staff appraisal and absence management meetings.• Work effectively and positively and with confidentiality with the governing body, the leadership team and all other staff.• Meet the statutory requirements for safeguarding.	

Main Duties:	
<ol style="list-style-type: none"> 1. Ensure that staff are aware of the phone number and procedures for reporting absence. 2. Inform Senior Leaders and HR of staff absences on a daily basis by 7:30am. Provide additional information as requested. 3. Prepare and circulate the cover sheet to all staff by 8.00 am each morning. 4. Deploy the team of Cover Supervisors, ensuring they have the necessary equipment, training and information to carry out their role. 5. Develop and maintain the schools supply teacher list ensuring that agencies and individual supply staff used are aware of our requirements and the schools operating arrangements including Health & Safety, DBS checks etc. 6. Contact and arrange supply teachers where necessary to cover short-term absence ensuring all supply staff have their ID verified and DBS clearance to comply with legislation. 7. Ensure that use of teaching staff is in line with 'rarely cover' guidance and report any problems arising. 8. Manage planned event (e.g. drop-down days) cover arrangements and liaise with SLT and staff to ensure that cover is planned and that room changes are organised in advance where ever possible. 9. Liaise with Examinations Manager regarding use of rooms and staff for examination periods. 10. Liaise as necessary with the HR manager to ensure long-term absences or vacancies are covered. 11. Cover lessons or on-call sessions as required upon completion of morning cover allocation. 12. Record hours of work by supply staff and authorise timesheets in line with agency deadlines. 13. Develop and maintain the supply database and provide SLT with statistics on the amount of supply cover required and the use of supply teachers as and when needed. 14. Manage the cover bookings diary to ensure that supply requirements are within policy. 15. Advise staff and maintain records of all types of leave, e.g. compassionate, dependency etc. 16. Record staff absences ensuring relevant sickness absence forms are completed and pass relevant information for any staff reaching trigger points to HR. 17. Update the payroll provider's system on a regular basis and provide details of any unpaid leave in line with payroll deadlines. 18. Manage the booking of staff training, internal, external and on-line and update training records. 19. To provide First Aid cover on a rotational basis. 20. To ensure first aid reports are passed promptly to the Lead First Aider. 21. To attend staff briefings and meetings in accordance with the calendar. 22. To participate in INSET (Professional Development Days). 23. To participate in Staff Appraisals and absence management meetings. 24. To undertake a 30 minute break duty each week. 	
General responsibilities:	
<ul style="list-style-type: none"> • As a member of support staff contribute to the overall leadership and management of the school and to be proactive in supporting an ethos that recognizes and celebrates success and promotes high expectations and aspirations. • Contribute to the effective management of the school through the implementation of school policies, code of conduct. • Attend meetings and parents' meetings relevant to the post. • Other duties as the Head may reasonable require. 	
<p><i>Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.</i></p>	
<p>I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.</p>	
Name:	Signature:
Date:	