



## Cover Manager

### Job Description

Summary of Job	To lead the School's Cover Team, arranging cover for absent teaching staff, both unplanned and planned. To participate in providing cover for teaching staff, as a de-facto Cover Assistant.
Reporting To	Assistant Head Student Progress
Salary	Kent Scheme E
Working Time	37 hours per week, 38 weeks per year. The role requires availability from 7.00am and the working pattern will be discussed with candidates.
DBS	Enhanced with list check

#### Outline of main responsibilities, purpose and tasks

##### Cover Management

- To manage and organise staff cover for absent teaching staff, planned or unplanned, within the agreed system of supervision
- To organise the deployment of the School's cover staff and external cover staff, to cover absences and emergencies, ensuring details are provided at the start of the day, and that staff used for late cover are informed promptly
- To organise cover work, seating plans on the School system, print registers, organise work on laptops for external staff as well as providing induction on the school's behaviour policy and and general organisational support for external support
- Liaise with Heads of Dept and SLT over cover work and ensuring all classes are being supervised in an emergency situation
- To support AEN where possible by delegating available cover staff
- To identify and provide appropriate development opportunities for Cover Supervisors
- To maintain appropriate connections with supply agencies, engaging their services when cover cannot be met using the School's own resources
- To ensure safeguarding requirements are met in respect of supply agency staff, including appropriate DBS checks, in conjunction with the Head's PA
- To arrange and communicate a daily email to all staff which includes cover, general notices, room changes, the bulletin, duty rota and 6<sup>th</sup> form information
- To plan staffing cover arrangements in liaison with the Headteacher, Heads of Key Stage, Heads of Dept for annual school trips
- To maintain teaching staff absence records in SIMS, liaising with the Head's PA to ensure an accurate picture is maintained for reporting purposes
- To email SLT daily regarding staff absence

- To support teaching staff in uploading cover work on a daily basis
- To manage and monitor the supply budget
- To ensure Cover Supervisors are actively engaged in administrative and pupil support work, when not involved in cover
- To identify where busy periods of cover will be in the school year through monitoring, eg before oral exams, trip weeks or exam moderation periods and to liaise with and support Heads of Dept with planning

### **Cover**

- To provide cover for absent teaches in classes from Year 7 to Year 11
- To create an orderly, purposeful environment where pupils can complete the work set
- To liaise with teachers and the appropriate Head of Department on the work set for classes
- To liaise with members of staff for whom they have covered, on their return from absence, to feedback on class progress
- To liaise with the IT dept over hardware issues and technical issues arising from moving from classroom to classroom, using the school reporting system
- To monitor the distribution of cover across the teaching staff during the year
- To monitor the amount of cover which affects Year 11 and feedback to SLT
- To take an active role in supporting the school's behaviour and reward system by awarding achievement and behaviour points according to school policy

### **Administrative**

- When not engaged in cover management or provision during the School day, to assist members of the Administration Team and teachers with their tasks, including but not limited to:
  - Maintaining and updating classroom displays across whole school.
  - Supporting teachers in the administration involved in the monitoring and assessment of pupils' progress.
  - Invigilating school examinations as required.
  - Supporting teachers in dealing with pupil behaviour through liaison and feedback.
  - Supporting teachers in the organisation of resources/ teaching area. •
  - Supporting teachers through ordering, cataloguing and general maintenance activities.
  - Supervising pupils on visits, trips and out of school activities as required.
- To ensure cover of Reception, telephones, post and the reasonable needs of teachers, support staff, students and parents/carers

### **General**

- To be aware of and comply with all policies and procedures including those relating to safeguarding, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To contribute to the overall ethos, work and aims of the school.
- To work collaboratively with colleagues.
- To set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
- To carry out other duties as may reasonably be assigned to you by the Headteacher, School Business Manager, Deputy Head or Assistant Heads
- To be willing to undertake training relevant to the role



# Sir Roger Manwood's School

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# Person Specification

Essential Qualities	Desirable Qualities
Educational Qualifications	
<ul style="list-style-type: none"> <li>• 5 GCSEs (or equivalent) at grade C or above, including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or equivalent</li> <li>• A relevant, up-to-date first aid qualification</li> </ul>
Skills, abilities and experience	
<ul style="list-style-type: none"> <li>• Experience of providing cover in a comparable environment</li> <li>• Understanding of the management of cover</li> <li>• Experience of using SIMS</li> <li>• Experience of using a variety of IT packages including email, word processing and spreadsheets</li> <li>• Excellent communication skills</li> <li>• Experience of working in a team and with enthusiasm, direction and positive spirit</li> <li>• Ability to work autonomously</li> <li>• Outstanding interpersonal skills</li> <li>• Excellent organisational skills</li> <li>• Flexibility and the ability to work calmly and quickly under pressure</li> <li>• Resourcefulness and the ability to multi task and prioritise</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational environment</li> <li>• Experience of working with teachers and teenage children</li> <li>• A commitment to personal and professional development</li> </ul>
Personal Qualities	
<ul style="list-style-type: none"> <li>• Demonstrate a genuine warmth and interest in the pupils' care</li> <li>• A warm and sympathetic personality</li> <li>• Team player, supporting colleagues</li> <li>• Motivator of self and others</li> <li>• Common sense</li> <li>• A sense of humour and proportion</li> <li>• Discretion and confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in the School, its purpose and ethos</li> </ul>
Child protection	
<ul style="list-style-type: none"> <li>• Commitment to the protection of children and young people</li> <li>• Willingness to follow the School's Safeguarding procedures</li> </ul>	