

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

Name:

Post: Cover Manager

Salary: Point xx (NSB Support Scale range Pts 12 – 21)

Hours: 37.5 hours, 39 Weeks

7:00am to 3:15pm

45 minutes unpaid lunch break daily

Line Manager: **Deputy Head (Curriculum)**

All staff are expected to:

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct
- maintain high standards in their own attendance and punctuality
- work as a member of the support staff team and to contribute positively to effective working relationships
- communicate effectively with fellow members of the team
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The duties of the Teacher Support Staff will include any activities which allow the teaching staff to become more effective in the classroom.

The exact responsibilities of the Cover Manager will change on a daily basis. Cover can also be required because of teaching staff becoming unavailable (e.g. through illness) during the course of the school day. At all times, the supervision of classes must take priority over other activities.

The main roles and responsibilities of the Cover Manager's duties will include:

- Managing and arranging daily cover for absent Teaching Staff including the fair daily allocation of cover lessons to Cover Supervisors, Supply Teachers and any Teachers allocated to the cover timetable.
- Upload the daily cover information on MS Teams.
- Check the daily duty rota to allocate reserve staff when there is an absence.
- Managing and organising the day-to-day work of the Cover Supervisors
- Liaising with external supply agencies to arrange and manage 'supply teachers' as and when required due to teaching staff absence
- To support with any timetable re-writes when required, eg during PD week, study weeks, revision weeks or exam weeks.
- Manage the supply budget alongside the Headteacher.
- Liaise with Heads of Department to ensure that suitable work is provided for cover.
- Supervise students in lessons during the absence of their class teacher (Periods 1-6 only).
- To cover morning registrations and Personal Development lessons in the absence of a Form Tutor, assuming the cover timetable has been published and any supply teachers settled.
- Take class registers as and when appropriate.
- Liaise with the Inclusion Team to meet the needs of students with SEND (special educational needs and disabilities).
- Ensure an orderly and purposeful atmosphere in which students are engaged in completing work set by a teacher or curriculum team.
- Administer clear instructions to the class, based on the detailed work set, and actively supervise students as they carry out the tasks.
- Inform the class teacher of any issues during the lesson including non-participation by individual students.
- Contribute to the planning and of work set for cover lessons.
- Contribute to behaviour management within the school in accordance with the school's Behaviour Policy.
- To cover teaching staff breaktime or lunchtime duties as and when required.
- To ensure work from the relevant curriculum team is received, understood and distributed once the cover sheet has been published each morning.
- To invigilate internal and external examinations when required.
- To provide cover for additional areas across the school as and when required such as the library.
- To work alongside students in the classroom.
- Accompany students and staff on visits, trips, or school fixtures.
- To undertake CPD designed to support you in your role as Cover Supervisor.
- To undertake any mandatory whole staff training such as courses related to Safeguarding, Child Protection and Prevent Duty.
- To implement the schools' Behaviour Policy by recording incidents and applying appropriate disciplinary sanctions.
- To support curriculum teams with tasks which provide a better working environment for students and staff.
- Any other reasonable task requested by the Headteacher, or his agent, particularly when teacher absence is low.

(Job Descriptions are not exclusive or exhaustive, some of these tasks are daily, weekly, termly or annually. The nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Support Staff are actively encouraged to undertake First Aid training, if not already specified within their job description, in order to ensure that adequate first aid cover is always available in the school.

The school has a uniform policy for students. It is therefore expected that staff will also follow the same high standards.

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. Shortlisted candidates are asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

September 2026