



ALDERBROOK SCHOOL

JOB DESCRIPTION: COVER MANAGER

NAME:	
POST:	Cover Manager
SALARY:	Band D
HOURS:	37 hours, term-time only plus INSET days (39 Weeks) (7.15 – 3.10 with ½ hour lunch)
HOLIDAYS:	During school holiday periods
ACCOUNTABILITY:	All staff work under the reasonable direction of the Headteacher and the Assistant Headteacher with delegated responsibility. Accountability is otherwise as set out below: Accountable to: Assistant Headteacher

RESPONSIBILITIES AND DUTIES:

TO OPERATE THE ADMINISTRATION OF TEACHER COVER

- Responsibility for ensuring lessons of absent teachers are covered
- Liaising with Supply agencies to arrange for supply teachers where necessary whilst ensuring the school receives best value.
- Re-rooming lessons when classrooms are out of use.
- Working within and knowledge of the Teachers Pay and Conditions document and implementing any changes.
- Responsibility for maintaining records of teacher absence and cover on the Sims.

LEAD AND LINE MANAGE THE CURRICULUM SUPPORT TEAM BY:-

- Providing appropriate guidance and leadership and assist in training, mentoring and development of staff as appropriate
- Working collaboratively to ensure that the functions of Curriculum Supervisors are managed effectively to provide the support required by the school.
- Ensuring Curriculum Supervisors follow and adhere to the policies and procedures of the school.
- Organising daily work load of Curriculum Support team
- Reviewing the performance management of the Curriculum Support Assistants
- Contributing to the recruitment and induction of other Curriculum Supervisors.

IN THE CLASSROOM

- Supervising classes during short-term teacher absence
- Instructing pupils regarding the work left by the absent teacher
- Providing pupils with appropriate resources for learning
- Ensuring an appropriate learning atmosphere/environment in the classroom
- Where possible liaising with teachers about the cover work before and after the lesson
- Working within the established discipline policy, to anticipate and manage behaviour constructively, promoting self control and independence
- Using specialist (curricular/training) skills, training and experience to support pupils and provide positive feedback.
- Establishing productive working relationships with pupils, acting as a role model and setting high expectations.
- Promoting the inclusion and access of all pupils within the classroom.
- Supporting pupils consistently whilst recognising and responding to their individual needs.
- Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance
- Championing positive values, attitudes and good pupil behaviour, dealing promptly with incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.

ADMINISTRATION SUPPORT WITHIN THE CURRICULUM

- Organising and recording CPD for teachers as instructed
- Working on classroom display
- 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

IN GENERAL

- To be aware of and comply with policies and procedures relating to 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 undertake any other reasonable, related duty which the Headteacher may request from time to time within a reasonable work schedule
- To participate in the school's performance review process

All jobs are subject to change and this job description is to be reviewed annually or at any other mutually convenient time.

Signed: _____
Tom Beveridge, Headteacher

Signed: _____
Cover Manager

Date: _____