



## Cover Team Manager

### Job Description

**Salary Scale** Bucks Pay Range 5

**Responsible to:** The Headteacher, via Assistant Headteacher

### Purpose of Job:

- To work under the guidance of a member of the Senior Leadership Team to organise and manage cover for absent teachers.
- To provide cover in lessons for absent teachers.
- To manage the team of cover staff to include HGSS Cover Team staff and outside agency Supply Staff
- To ensure all cover staff have cover work, laptops, access to the school network, etc

### Duties and Responsibilities as Cover Team Supervisor:

- Allocate cover lessons to cover team staff and recruit daily external supply teachers when necessary.
- Be available in school from 7.45am on school days in order to arrange and discuss cover arrangements.
- Notify staff by 8.30am of the daily cover list.
- Be available until 3.30pm in order to prepare arrangements for the next day.
- Manage the school diary and raise issues as appropriate.
- Responsible for room changes within the school as needed.

### Duties and Responsibilities as a Classroom Supervisor:

- In the absence of a teacher provide supervision of, and be responsible for, a class of students during lesson and registration time.
- Effectively manage students to promote and maintain order and a calm working environment, including the effective implementation of the school's behaviour policy.
- Report back as appropriate on the behaviour of students during the lesson and any issues that may result using the school's agreed referral procedures.
- Establish a productive working relationship with students, acting as a role model and setting high expectations.
- Ensure the health, safety and welfare of students is maintained at all times.
- Liaise with teachers and other relevant professionals regarding work set for the class.
- Communicate the work set by the class teacher to the students and ensure the students are aware of the teacher's expectations during the course of the lesson with regard to task completion.
- Motivate students to complete the tasks set by the class teacher and encourage students to interact and work cooperatively with others to ensure all students are engaged on the set tasks.
- Respond to any questions from students relating to work set.
- Deal with any immediate problems or emergencies, following the school policies and procedures.
- Collect any complete work after the lesson and return it to the class teacher as appropriate.
- Invigilate examinations as required.
- Accompany teaching staff and students on educational visits as required.
- Contribute to the overall ethos, aims and work of the school.
- Support teachers and implement their subject and lesson plans, ensuring results are maintained.

- Provide teachers with feedback, as appropriate.
- Develop a supportive and open relationship with your designated in-school mentor.
- Maintain confidentiality and observe data protection guidelines.
- Teach timetable gaps across the curriculum, as appropriate, up to three periods over a week.

### **Skills Required**

- Experience, training or qualifications in working with secondary aged students
- Ability to communicate effectively with secondary aged students
- Ability to use ICT to support learning
- A good standard of general education
- Excellent interpersonal skills, tact and diplomacy
- Maths and English qualifications (GCSE), higher education qualifications (A Level, NVQ) an advantage

### **General Requirements**

- Attending general meetings
- Taking an active part in self-appraisal and actively seeking to develop professionally
- Participating in the school's appraisal process
- Working within the terms and conditions of employment of Bucks Pay employees
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Disclosure and Barring Service
- In accordance with the provision of the Equality Act 2010 perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.
- The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

### **Postholder**

Name .....

Signature .....

Date .....

### **Headteacher**

Name .....

Signature .....

Date .....