## JOB ACCOUNTABILITIES

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| **Job Title:**  Cover Manager | Job number / Grade Scale 6 |
| **Directorate :**  Education | **Unit:**  Charters School |
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| JOB PURPOSE | |
| To be responsible for the management of cover on a daily basis. This includes line management of the cover supervisors, supply teachers and agency teachers.  To lead and be responsible for the work of the midday supervisors. | |

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| **SCOPE OF JOB (Budgetary/resource control, impact)** |
| Responsible for the cover costs and relationships with external providers, in particular teaching agencies.  Manage relationship with our agency teachers on long term contracts, within budgetary constraints.  Manage daily operation for covering absences. Sensitively and calmly respond to immediate conflicting operational pressures.  Long and mid-range planning to optimise financial benefits of having cover supervisors, who can support teaching and learning in line with school targets.  Hold the overview of cover requirements, suggesting recommendations to smooth peaks in demand.  Minimise the impact of teacher absence on students through management of cover. Build relationships with teaching staff, contributing to the effectiveness of teaching and learning.  Implement a fair system for rarely cover and operate best practice for managing school cover.  Works independently within a classroom, ensuring pupil behaviour is acceptable and work progressed during the absence of the teacher.  Lead and develop the team of cover supervisors and midday supervisors |

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| POSITION WITHIN UNIT STRUCTURE |

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| Reporting to the school business manager, working with SLT ,teaching staff, cover supervisors and MDS |

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| KNOWLEDGE, SKILLS & EXPERIENCE |
| Understand financial implications of managing cover.  Able to act on own initiative to influence cover costs and challenge existing processes with the support of the SLT  Manage relationship between teaching staff and cover to promote teaching and learning.  Strong negotiation skills.  Line management and people management, with ability to manage emotive relationships.  Able to demonstrate, sensitivity, diplomacy, tact and confidentiality.  Good level of literacy and numeracy  At least 2 years’ experience of working with/interacting with children  Understanding of the educational objectives of the school.  Commitment to training/development of knowledge  Understanding of child protection issues  Organisation, communication and managerial skills |
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| **JOB ACCOUNTABILITIES** |
| Deliver and communicate day to day cover, responding to operational needs.  Monitor the sickness absence line on a daily basis to ensure last minute absences are covered and the diary of events planning cover in advance wherever possible.  To be responsible for the emergency cover throughout the day including room changes.  Implement rarely cover with equity and transparency.  Manage cover in the short and medium to long term, to optimise the balance between teacher absences and cover availability.  Organise and influence cover supervisors to optimise supply when demand requires additional capacity.  Control incremental costs due to teacher absence.  Influence teacher absence to minimise the impact on student learning. Further monitor cover work set and quality delivered.  Develop and manage agency relationships to secure strong teaching and learning, negotiating within budgetary constraints.  To manage the cover supervisor and midday supervisor team including training, absence management, performance management. This will include recruitment.  Recognise and further develop the role of cover supervisors and midday supervisors to ensure whole school objectives are met.  Identify and develop good working practices.  Listen to cover supervisor team and influence teachers to continue to provide quality cover work, with intervention as required.  Deal with any immediate problems or emergencies according to the school’s policy.  Take a lead role in development and maintenance of manual and computerised records/management information for all aspects of cover and absence.  Provide detailed analysis and evaluation of data and produce reports/information relating to absence and cover duties.  To monitor work performance and identify training needs, coaching and mentoring line reports where appropriate.  Cover Supervisor  Cover classes in line with school demands.  Manage behaviour and take appropriate action within the school’s behaviour policy, referring pupils on in appropriate circumstances.  Complete registration in line with the school’s procedure, ensuring understanding and delivery of tasks set.  Collect and return work to teacher as required.  Report to assigned teacher any issues arising from the lesson.  The list of accountabilities should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.  All duties must be performed in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately. |

##### Post holder's signature \_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_

**Manager's signature \_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_**

**Version date: 26/04/2017**