



## COVER MANAGER

### Job Description and Person Specification

This document summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken, as those can vary from time to time at the discretion of the school, in consultation with the postholder.

- SALARY:** NJC GRADE 6, points 20 - 22  
£19,819 - £21,074 (£16,053- £17,070 pro rata)
- HOURS:** Full-Time, Term Time Only + INSET Days (44 weeks)  
7.30 am - 3.30 pm  
35 hours 25 minutes per week (with 40 minutes unpaid lunch break and 15 minutes unpaid morning break)
- LOCATION:** Worthing High School  
South Farm Road  
Worthing  
West Sussex BN14 7AR

**Headteacher: Pan Panayiotou**

<b>Job Title:</b> Cover Manager	SCH28A
<b>Accountability:</b> Reports to the Deputy Headteacher, ultimately to Headteacher	
<b>Responsible for:</b> <ul style="list-style-type: none"><li>• Managing the Cover Supervisor team of up to 3 staff to ensure cover for lessons where a teacher is absent are delivered to a consistently high standard.</li><li>• Covering lessons when teacher is absent as part of the cover team.</li><li>• Ensuring safeguarding requirements and other relevant regulations are in place and adhered to.</li><li>• Line management of cover supervisors, including induction, training and appraisal.</li><li>• Contributing to the overall Core Values, work and aims of the school.</li><li>• Liaising with the Office Manager regarding staff absences, staffing for events, planning cover, etc.</li><li>• Deputising for the Office Manager in his/her absence in matters relating to cover.</li></ul>	
<b>Operational Responsibilities:</b> <ul style="list-style-type: none"><li>• To provide the team with cover details at the start of the day and when emergencies occur</li></ul>	

- To act as the main point of contact for any problems that may occur as a result of cover
- To organise and ensure that cover work and materials are available, including registers, for any agency supply staff if booked
- To provide a daily cover summary sheet for display in the staff room
- To ensure a consistently high standard of supervision in the classroom in line with school policies
- To monitor the quality and effectiveness of the cover supervisor team and alert his/her line manager with any concerns
- To provide feedback to the Deputy Headteacher through regular review meetings
- To ensure that all cover supervisors provide feedback for classes covered
- To chase up cover work if not readily available and to resolve issues associated with cover work set through the Head of Department
- Where time allows, meet and greet supply teachers and provide brief induction and handover of work for the day
- To make changes to cover supervisor lesson allocation during the day at short notice if necessary and ensure staff are aware
- Conduct return to work meetings after staff absences
- To allocate other duties for the team during quiet periods and notify the Office Manager where they have been deployed in case of last minute cover requirement
- To carry out annual appraisals and set targets for the cover supervisor team
- To provide induction training and assess the need for external training for new team members, organising development opportunities where appropriate
- To promote and maintain a high morale in the team
- To deal with any disciplinary issues in accordance with school procedures and policies with assistance from line manager
- To plan ahead for heavy periods of cover in liaison with the Office Manager
- To be involved in the recruitment process of cover supervisors if required

#### General Duties:

- To cover classes as required
- To communicate the work set by the class teacher to the students
- To return work and any other documents to the class teacher and provide feedback on progress
- To report any problems, difficulties, successes, etc to the class teacher
- To provide good classroom and behaviour management
- To check that books and equipment are available as necessary for the lesson and ensure they are returned to the appropriate place
- To ensure students tidy up and leave the classroom in good order
- To assist with administrative duties where appropriate, eg updating display boards and assisting with student photo days
- To carry out exam invigilation when required, under instruction from the Exams Manager
- To observe Health and Safety Regulations
- To uphold the school's Core Values
- To occasionally accompany students on school educational trips

**Flexibility:**

- Any other duties required to assist with the smooth running of the school.
- To deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above.

Person Specification:	Essential	Desirable
<b>Knowledge and Skills:</b> Communication: good written and oral communication skills Ability to build and form good relationships with students, colleagues and external agencies Ability to lead, develop and motivate a team, delegating duties as required	✓  ✓  ✓	
<b>Organisation:</b> Excellent time management and effective organisation skills	✓	
<b>Competencies:</b> Professionalism Self-motivation Flexibility	✓ ✓ ✓	
<b>Experience:</b> Experience of working in a school or with young people Confidence in dealing with young people	✓	✓
<b>Qualifications:</b> Studied to a minimum of GCSE passes (Grades A* to C)	✓	
Candidates must be suitable to work with children, ascertained by clearance through the DBS including barred list check	✓	

Please note, because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.