

The Willink School

Job title: Cover Manager



Salary	Grade F
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Notice Period: 2 months	Term time only (37 hours per week term time + training days as required; 44.2 weeks)
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Aim and main purpose of the job

To cover teacher's lessons during periods of absence. To line manage other cover supervisors, manage training, appraisal and support for new cover supervisors

General Accountabilities

1. To provide classroom management to classes in the absence of a teaching member of staff.
2. To deliver lessons, including remote lessons, planned by a teacher.
3. To create an orderly and purposeful environment in which students can complete the work set.
4. To implement the school behaviour (rewards and sanction) policy, including setting sanctions as appropriate
5. To provide in class individual or small group student support or complete administration duties when not required for cover during the working day.
6. To register students in the absence of a classroom teacher.
7. To liaise with a Head of Learning to assist with behaviour management when required.
8. To supervise students in internal exclusion (inclusion) when required.
9. To be available for break and lunch duties when required.
10. To invigilate internal and external examinations when required.
11. To accompany non-residential school visits as required.
12. To undertake appropriate training in classroom management.

Specifically, as Senior Cover Supervisor:

1. organise the daily cover system for the whole school, including organisation of supply teachers
2. with the senior lead, be involved in the recruitment and induction of new cover supervisors.
3. in liaison with the senior lead, monitor and review the work of the cover team.
4. undertake and oversee training of the cover team
5. Any other reasonable task requested by the Head.