



Northern Education Trust – Job Description

Job Title:	Cover Manager	JE reference	JE367
Base:	Hetton Academy		
Reports to:		Grade:	Grade 6 SCP 23 - SCP 25
Staff responsibility for:		Salary:	£34,434.00 - £36,363.00 FTE (pro rata £30,422.00 - £32,127.00)
Additional:		Term:	37 hours, 39 weeks

JOB PURPOSE

- To oversee all elements of staff cover within the academy
- Work closely with supply agencies to book, monitor and provide feedback on supply staff used within the academy
- To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programs with individuals/groups in or out of the classroom, managing student behaviour and supervising whole classes during teacher short term absence where required.

JOB SUMMARY

- Responsibility for performance management of Cover Supervisors
- To monitor the performance of supply teachers
- Ensure all supply staff are met on arrival and inducted, prepared and aware of all relevant policies and procedures.
- Ensure all absence is accurately reported in the MIS system and recorded in order that all lessons are covered.
- To provide support to other colleagues in managing cover and room allocations or displacements.
- Supervising the pupils on work left in accordance with the Academy policy
- Assisting in preparing the learning environment and the materials used therein
- Assisting with the management of student behaviour to ensure a constructive working environment and promote positive behaviour
- Responding to pupils about the work that has been set
- Collecting any work completed after the lesson and returning it to an agreed person/place

- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of pupils in accordance with Academy policy
- Recording and reporting attendance at lessons in accordance with Academy policy
- Assisting in exam invigilation under the supervision of the examinations officer
- Reporting back as appropriate using the Academy's agreed referral procedures on the behaviour of pupils during the class and any other issue arising
- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Following Academy policies and procedures especially those relating to Child Protection and health; safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Respecting confidential issues linked to home/pupils/teacher/Academy work and to keep confidences as appropriate
- Escort and supervise pupils on educational visits and out of Academy activities
- Use ICT effectively to support pupils learning
- Develop and promote positive relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested
- Contribute to the overall ethos/work/aims of the Academy
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the pupils
- Attend and participate in meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the
- Elimination of behaviour and practices that could be discriminatory

- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns. To comply with the Academy policies and procedures at all times

General Responsibilities:

1. Be aware of and comply with academy policy and procedures
2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the academy
4. Attend and participate in regular meetings
5. Participate in training and other learning activities as required
6. To be aware of confidential issues linked to home/student/teacher/academy work and to keep confidences as appropriate
7. Having due regard for personal health and safety in the course of their duties including risk assessing home visits and other out of academy duties
8. Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust
9. Demonstrating an active commitment to their own professional development
10. Undertaking any duties, consistent with this position, which might, from time-to-time, be assigned by the Principal, SLT or Line Manager

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures.
2. This role wholly or mainly involves working with children

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: