**Job Title:** Cover Supervisor/Cover Manager

**Salary:**

**Cover Supervisor -** Grade 3 pro rata salary £21,298

**Cover Manager –** Grade 4 pro rata salary £22,331 – £24,593 depending on experience)

**Hours of work:** 37 hours per week – TTO

Cover Supervisor 8am – 4pm

Cover Manager – 7.15am – 3.15pm.

**Responsible to:** Vice Principal

**Post Objective:**

To provide a high standard of lesson cover as and when required, performing duties around the academy and when not covering lessons providing general support as directed by the Vice Principal.

**Duties, Responsibilities and Key Tasks:**

* Supervising the students in the classroom with work left in accordance with the academy policy and preparing the learning environment and the materials used, responding to students about the work that has been set.
* To proactively deal with the management of student behaviour to ensure a constructive working environment.
* Collecting any work completed after the lesson and returning it to an agreed person/place and ensuring the room is left in good order at the end of the lesson.
* Supervising entry and departure of students and recording and reporting attendance at lessons in accordance with academy policy
* 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.
* To accompany students on trips out when requested.
* To become qualified as a First Aider and to carry out first aid duties as part of the duty requirement.
* To undertake duties, within working hours, that may fall outside of teaching hours.
* When not covering lessons, provide general support to departments.
* Perform any task or duty under the reasonable direction of the Director of Vice Principal.

**Cover Manager:**

* Manage the day to day cover for short- and long-term teacher absence.
* Manage and administer the cover system in accordance with the School’s policy.
* Receive and respond to information on staff absence on a daily basis.
* Allocate cover effectively and efficiently on a daily basis for all teaching staff absences including contacting agencies, booking supply cover, maintaining records and paperwork and managing cover budget.
* Communicate any changes to the cover list and re-rooming of lessons to relevant staff/students.
* Be the main point of contact for all cover staff (agency supply staff and Cover Supervisors).
* Assign further roles to the cover team when they are not required for cover.
* Monitor agency supply staff for their effectiveness in the classroom.
* Authorise timesheets for supply staff

The responsibilities of the post may be reviewed and modified in light of the needs of the academy. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

Note: It is expected that all post holders at Magnus Academy take part in training opportunities provided as part of their continued professional development and that any gained time to be taken in lieu.