

JOB DESCRIPTION

JOB TITLE	Cover Manager/Supervisor
LOCATION	Energy Coast UTC, Blackwood Road, Lillyhall
HOURS OF WORK	38.5 Hours per week 07:30-16:00 Mon-Thu, 07:30-14:30 Fri
RESPONSIBLE TO	Assistant Principal

OVERALL PURPOSE OF JOB

- To plan and manage all aspects of staff cover for teaching staff who are absent, in an effective and efficient manner.
- To ensure all teaching staff absence is covered with supply / cover staff at all times.
- To cover short term absence of teaching staff, taking sole charge of groups of students. No active teaching is required as students will carry out pre-prepared work under your supervision.

The primary focus will be for students to complete the work set by their absent teacher, remain on task, and behave in line with school policies.

DUTIES AND RESPONSIBILITIES – COVER MANGER

- To lead and manage all aspects of staff cover for absent teaching staff. This is to include taking phone calls from absent staff early in the morning, liaising with supply agencies early in the morning, planning cover in advance for known absence, providing same day supply teaching cover as and when required.
- To ensure all staff cover is planned and booked well in advance wherever possible.
- To ensure efficient and effective planning of all staff cover ensuring all classes are covered with qualified, DBS cleared, staff who are aware of all UTC policies and procedures.
- To ensure all supply staff receive all UTC policies and procedures before they start work.
- To ensure all supply staff receive and return work which has been set for the classes they are covering.
- To check and sign time sheets for supply staff.

DUTIES AND RESPONSIBILITIES – COVER SUPERVISOR

- Supervision of work that has been set in accordance with school policy.
- Management of the behaviour of students in line with UTC policies and procedures.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Respond to any questions from pupils about process and procedure.
- Deal with any immediate problems or emergencies according to the UTC's policies and procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report as appropriate, using the school's agreed referral procedures, on the behaviour

of pupils during the class, and any issues arising.

- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others.
- Promote independence and employ strategies to recognise and reward achievement.
- Provide feedback to students in relation to progress and achievement
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets, photocopy resources for agreed activities etc.
- In the absence of any cover support being needed provide general administrative support to the UTC admin office.

OTHER SPECIFIC DUTIES

- To attend weekly staff CPD (Friday 1.30-2.30pm).
- Understand the implications of the Freedom of Information Act and the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- To attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- To adhere to the UTC's policies and procedures with particular reference to Child Protection, Safeguarding, Equal Opportunities and Health and Safety.
- To lead by example and set a professional tone for behaviour, both as a role model and by supporting the culture of mutual respect between students and colleagues.
- To understand the safeguarding requirements of the UTC and ensure compliance with the policy.

The person undertaking this role is expected to work within the policies, ethos and aims of the UTC, to carry out such other duties as may reasonably be assigned by the Principal, and to play a full part in the life of the UTC supporting its distinctive mission and encouraging staff and students to do the same.