

Cover Manager

Cover Managers at Leigh Academies Trust are pivotal in ensuring the smooth and effective delivery of education. They strategically oversee daily cover arrangements and guide our Cover Supervisors, maintaining learning continuity across the academy. A key aspect of this role is supervising lessons during teacher absences. The Cover Manager plays a crucial part in fostering an environment where learning remains the central focus, and where the personal and social development of every student is championed, regardless of their background.

Core Purpose

The core purpose of the Cover Manager is to strategically manage the academy's daily cover provision and the work of Cover Supervisors. This involves ensuring that effective learning continues uninterrupted, even when regular teachers are absent. The Cover Manager is instrumental in supporting and guiding Cover Supervisors in their professional duties, allocating resources effectively to maximise their impact on students' learning, and proactively addressing any challenges that may arise to maintain a high standard of educational delivery. They play a vital role in maintaining a consistent and high-quality educational experience for all students, fostering an environment where every student has the opportunity to succeed.

Key Areas of Responsibility

1. Strategic Management of Cover Provision

- Receive and process all teacher absence notifications.
- Coordinate and book agency supply cover as needed, often starting from 7:00 am.
- Proactively plan and assign cover arrangements for the start of each school day.
- Ensure Cover Supervisors and supply teachers are equipped with the necessary cover work provided by teachers.
- Maintain accurate records of all teacher and non-teacher absences, including processing absence request forms.
- Meticulously record all agency supply costs.
- Provide Senior Leadership Team (SLT) with comprehensive absence data, including return-to-work interview information.
- Support the SLT Leader in the development and implementation of the whole staff duty plan.
- Maintain an up-to-date online diary tracker for all staff absences.

2. Team Leadership and Development

- Supervise, support, and mentor Cover Supervisors in their roles, fostering a collaborative and effective team.
- Conduct regular performance reviews with Cover Supervisors, identifying their professional development needs and supporting their growth.
- Strategically allocate Cover Supervisors to different classes and year groups, carefully considering their individual strengths, experience, and areas of expertise.
- Proactively address any issues or concerns raised by Cover Supervisors, providing timely and appropriate support and guidance.

3. Resource Management and Development

- Use a range of resources provided and also use initiative to create own resources for classes
- Develop their own resources to support students

4. General Responsibilities

- Be willing to undertake other support duties as required



Person Specification – Cover Manager

This section outlines the essential and desirable attributes for the Cover Manager role:

Qualifications and Training

Essential:

- Educated to GCSE level standard or equivalent (English and Maths A* to C grade or equivalent)

Desirable:

- A qualification in management or a related field.
- Relevant training in education or a related area.

Knowledge and Understanding

Essential:

- Thorough understanding of the roles and responsibilities of a Cover Supervisor.
- Knowledge of behaviour management strategies and effective teaching and learning practices.
- Understanding of safeguarding procedures and child protection policies.

Desirable:

- Knowledge of school policies and procedures related to staff absence, cover, and student support.
- Familiarity with the National Curriculum and different Key Stages.
- Understanding of the challenges and needs of students with special educational needs (SEN).

Experience

Essential:

- Significant experience of working as a Cover Supervisor or in a similar role within an educational setting.
- Experience of managing and supervising staff.

Desirable:

- Proven experience of supervising or coordinating the work of others.
- Experience of working in a secondary school environment.
- Experience of dealing with challenging behaviour.

Skills and Abilities

Essential:

- Excellent communication and interpersonal skills, with the ability to build rapport with students and staff.
- Strong organisational and time-management skills, with the ability to prioritise tasks and manage workload effectively.
- Ability to remain calm and professional under pressure, particularly when dealing with challenging situations.
- Ability to use IT effectively, including Microsoft Office Suite and other relevant software.
- Ability to maintain confidentiality and adhere to data protection regulations.

Desirable:

- Strong ICT skills, enabling the effective use of technology to support learning and manage classroom activities.
- Ability to adapt communication style to suit different age groups and abilities, ensuring clear and effective interaction with all students.
- Ability to demonstrate initiative and problem-solve, proactively addressing issues that may arise during cover lessons.
- Ability to analyse data and produce reports.
- Ability to contribute to the development and implementation of new systems and procedures.
- Ability to manage budgets and resources effectively.

Personal Qualities

The Cover Manager will possess **exceptional management and interpersonal skills**, demonstrating the ability to effectively **motivate, inspire, and support** staff. They will exhibit **strong problem-solving** and **decision-making capabilities**, maintaining composure, clarity of thought, and effectiveness under pressure. A key attribute is the **ability to think strategically**, contributing to the ongoing development and enhancement of cover provision within the academy, ensuring the **best possible outcomes for students and staff alike**. They should also be able to **communicate effectively** with a wide range of stakeholders, including students, teachers, parents, and external agencies. The Cover Manager will be a **reliable, responsible, and adaptable** individual with a passion for supporting student learning and maintaining a positive and productive learning environment.

Safeguarding of Students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document](#) (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.