



Ribston Hall High School

Job Description

Cover Manager/Supervisor

NJC SCP 21-25, 37 hours
per week, 39 weeks per
annum

Job Purpose

1. To plan cover on a daily basis and to manage emergency cover utilising cover resources including a Cover Supervisor, Relief Cover Supervisors, supply staff and/or agencies as required
2. To oversee the student study centre and manage student behaviour
3. To maintain lesson continuity during teacher absence
4. To manage individual students on private study
5. To be the link with wellbeing and the study centre
6. To record daily absences on MIS

Main Duties & Responsibilities

- a. To be the main point of contact for cover information for absent teaching staff
- b. To manage the absence line on a daily basis to manage emergency cover for the day and record on MIS and manage changes to room allocation as required
- c. To plan and manage additional cover for absent teaching staff
- d. To direct the relief Cover Supervisor(s), supply staff or agencies as required. During short-term absence of classroom teacher supervise students undertaking work set in accordance with school policies
- f. To manage student behaviour during cover lessons and deal with incidents in line with school policies
- g. To return completed work to the appropriate teacher and provide feedback on any issues
- h. To support the exam team as required
- i. To manage the student study centre (up to two classes) - individual student learning space
- k. To support teaching staff with resource preparation
- l. Line Management responsibility

Qualifications & Experience

- Understanding of Curriculum structure and timetable
- Ability to engage with students and staff in a positive manner and maintain classroom discipline
- Excellent IT and administrative skills
- Good communication skills and excellent organisational skills
- Ability to work under own initiative
- Ability to be resourceful and adapt to tasks where appropriate
- Ability to work under pressure
- Experience of working in a school is desirable, though not essential
- Ability to effectively line manage and organise the work of others



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Supervision Required

Responsible through the Deputy Headteacher or other members of staff as may be nominated by the Head Teacher

Supervisory Responsibilities

Cover Supervisors, Relief Cover Supervisors, Agency Staff

Principal Contacts

Students, Relief Cover Supervisors, Supply staff and Supply Agencies, Teaching and Support staff.

Special Conditions

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such temporary variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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