



Job Profile

Cover Manager

Date April 22

Job context

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. The school has recently expanded to take 180 pupils per year group. There are now over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the school's Governing Body.

Job purpose

- To organise and administer absence cover for all teaching staff
- To line manage other Cover Supervisors
- To provide a comprehensive, efficient and effective administration support service to departments

Accountable to

- Deputy Headteacher

Accountable for

- Line manage Cover Supervisor / Curriculum Support Assistants
- Appraisal of Cover Supervisor / Curriculum Support Assistants

Key Tasks and Accountabilities

Classroom Cover

- To enter all teaching staff cover requirements into the school management system (SIMs) and maintain additional records of all staff absences
- To be available from 7.15am each morning to receive calls from staff for emergency absences
- To organise cover staff for teachers who are absent through sickness or are late
- To inform staff who will cover absences before 8am each day of their cover arrangements
- To inform the Headteacher and HR each morning of staff absences and consequent duty cover requirements
- To inform the Headteacher, HR and Line Managers of support staff who are absent
- To record a log of staff who are late
- To organise cover staff for emergency absences during the school day
- To take cover lessons, when necessary, for teaching staff who are absent or late
- To complete a half termly analysis of staff absence and lates
- To line manage a team of two Cover Supervisors:

- Day to day deployment
- Organise and deliver appropriate CPD
- Quality Assurance of cover lessons
- Lead regular team meetings
- Carry out appraisal meetings in line with school appraisal calendar

Administration

- To support CTLs in departmental administrative tasks including photocopying, displays and adapting resources.
- To organise and support in the logistics of immunisation days

Exam Invigilation

- To support in the invigilation of internal and external exams

General

- To be aware of, and comply with, school policies and procedures
- To take part in and provide staff CPD training in line with the school policy

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