



<u>Job Description:</u>	Cover Manager
<u>Responsible to:</u>	Deputy Headteacher
<u>Purpose of the Post:</u>	To administer and organise all aspects of lesson cover
<u>Grade:</u>	BG9

Main Duties and Responsibilities:

- To manage the cover room. This is a space where required cover is collapsed together into a silent independent working space.
- To ensure the cover room has all necessary resources. This includes organising the planned cover work and providing resources for independent work.
- To ensure that the policy of “disruption free” classrooms is maintained in the cover room.
- To ensure that information regarding cover procedures is clear to all staff. Staff with planned absence must provide independent cover work in advance.
- To use the school diary to advance plan for known staff absence.
- To provide a morning service for staff to report absence.
- Keep records of all cover arrangements and the absences of staff through SIMs.
- Display cover arrangements daily around the school to ensure smooth transitions.
- Provide statistics, when required, to inform the analysis of staff absence.