

## Job Description

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**Job title:** Cover Manager  
**Reports to:** Vice Principal  
**Location:** Leigh Academy Tonbridge

### Job purpose

- To plan, communicate and implement daily cover for staff absence.
- To supervise lessons for teacher absence

### Vision

- To be an outstanding community academy, whose focus is on learning, as well as on personal and social development, and to be ambitious for all regardless of circumstance

### Key Responsibilities: Cover Manager

- Receive all teacher sickness calls
- Book agency supply cover when appropriate from 7.00 am
- Plan and assign cover for the start of the school day
- Provide cover supervisors and supply teachers with the cover work provided by teachers
- Record all teacher and non-teacher absence and process request for absence forms
- Record all agency supply cost
- Provide return to work interview absence data to SLT
- Support the SLT Leader with assistance with the whole staff duty plan
- Maintain a staff absence online diary tracker

### To successfully fulfil this role, you will need to:

- Have the ability to communicate, relate to and build relationships with students and staff
- Be persuasive and able to negotiate positive outcomes
- Be passionate about working with young people
- Have exceptional communication skills
- Have excellent organisational, planning, time management and IT skills
- Deal with problem solving issues effectively and efficiently
- Be proactive and able to make responsible decisions
- Be confident to lead classes
- Use a range of resources provided and also use initiative to create own resources for classes
- Develop their own resources to support students
- Be willing to undertake other support duties as required

### 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.