



**Alcester  
Academy**

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TO BE THE BEST THAT WE CAN BE

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# **Cover Manager**

## **Information Pack**

### **Full time**

**Salary subject to experience upon application**

**Closing date: Wednesday 13<sup>th</sup> May 2026 no later  
than 12 noon**

**Interview date: WC 18<sup>th</sup> May 2026 TBC**

## **BROAD DESCRIPTION**

- To manage the day-to-day cover for absent time-tabled staff to ensure that students attain in line with Academy targets.
- The purpose of this role is to ensure that all classes are adequately covered during periods of planned and unplanned absence. The post holder will ensure a logical and effective deployment of cover supervisors and the occasional use of teachers' non-contact time. Where essential the post holder will 'buy in' cover.
- The post holder will monitor the quality of cover lessons, reporting back any concerns.
- The post holder will supply a half-termly return on staff absence and those lessons covered.
- The post holder will be responsible for supporting the organisation of events and trips on the forward planner for the academic year in order that learning can continue to take place as effectively as possible.
- Knowledge of Brom Com as an MIS is desirable but not essential.

## **KEY TASKS AND RESPONSIBILITIES**

### **Arrangement of cover:**

- Manage the cover rota on a day-to-day basis.
- Make arrangements for planned and unplanned timetabled absences
- Direct the cover supervisors, available teaching staff where appropriate, and agency staff when employed.
- Manage the booking and daily deployment (including establishing the expected practice) of supply staff for short and longer term contracts
- Monitors the work of cover supervisors & supply staff

### **Support for pupils:**

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom, encourage them to interact and work co-operatively with others and engage all in activities
- Monitor and provide for the care, safety and welfare of students

### **Support to teachers:**

- Provide cover supervision when the teacher responsible for the class is absent on short-term and longer term absences (which may be planned or unplanned). Cover supervision involves:
- Supervising a whole class to undertake set work/activities and can include introducing and closing the class
- Maintaining good order and managing behaviour constructively
- Promotion of self-control and independence
- Keeping pupils on task as necessary
- Responding appropriately to questions raised by students
- Collecting any completed work and returning it to the appropriate teacher
- Dealing with immediate problems and emergencies in accordance with the school's policies
- Reporting back on behaviour of pupils during the class and any issues arising

### **Support to the Academy:**

- Understand and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Understand the school's policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Support the academy through conducting duties in line with the agreed duties rota
- Apply policies relating to behavior and discipline with consistency
- Attend and participate in regular meetings and participate in training and other learning activities as required
- Undertake planned supervision of pupils' out of school hours learning activities, where appropriate
- Supervise pupils on visits, trips under the overall guidance of the responsible teacher, in accordance with an appropriate risk assessment and authority guidance.
- Staff the Isolation Room and support Emergency referral as directed as part of day to day deployment.
- Supply the academy with regular staff absence reports highlighting any absence patterns that may have a negative impact on the academy.
- Be conversant with and ensure staff follow the Managing Absence Policy.
- When not assigned to cover, be available to be assigned unplanned activities and cover for absent colleagues as the need arises.
- Undertake administrative tasks as appropriate

### **Health and Safety**

- To ensure the school meets its Health and Safety responsibilities with regard to Data Protection guidance and legal requirements.
- Ensuring all visitors comply with safeguarding requirements

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as reasonably directed by the headteacher.

*Alcester Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS disclosure is required for appointment to this post*

### Cover Supervisor - PERSON SPECIFICATION

Qualifications	Essential	Desirable	EVIDENCED (Application Form/Interview/ References)
DfE recognised Qualified Teacher Status	•		A
Appropriate Degree	•		A, I
Evidence of recent and relevant professional development	•		A
<b>Personal Skills</b>			
Enjoys working with children and young people	•		I, R
Forms and maintains appropriate relationships and personal boundaries with children and young people	•		I, R
Hardworking, energetic and cheerful	•		I
Resilient	•		A,I,R
Excellent attendance and punctuality record	•		R
Works effectively in a team, sharing issues and best practice	•		A,I,R
Relates well to students and parents/carers	•		I,R
<b>Teaching Skills</b>			
Excellent classroom practitioner with good classroom management skills	•		I,R
Enthusiastic about their subject(s) and enjoys teaching	•		A,I
Communicates well with students of all abilities and disposition	•		I,R
Excellent subject knowledge – uses innovative practice	•		A,I,R
Works on own initiative – thinks strategically and creatively	•		I,R
Approaches change and continuous development positively	•		A,I,R
Uses ICT as an innovative tool for learning	•		A,I,R
Well organised and good time management skills	•		I,R
Meets tight deadlines with attention to detail	•		I,R
High degree of personal integrity	•		A,I,R
Maintains a sense of perspective and good sense of humour	•		A,I,R
<b>Attitudes</b>			
Determined to support students' progress	•		A,I,R
Has a thirst for professional development	•		A,I,R,
Willing to contribute to whole school extra-curricular activities	•		A,I,R
Has high expectations of students and self	•		A,I,R

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All appointments are subject to Enhanced DBS Disclosure

## **The Application Process**

Please complete an Alcester Academy application form which can be found on our website <https://www.alcesteracademy.org.uk/academy-information/vacancies>. A written statement in support of your application will be accepted but we do not consider CVs.

**The application deadline is 12 noon on Wednesday 13<sup>th</sup> May 2026**  
**Interviews will take place WC 18<sup>th</sup> May, date TBC**

We reserve the right to follow up references provided in person.

Alcester Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS disclosure is required for appointment to this post. For shortlisted candidates, please be aware that online searches may be done as part of due diligence check.

If you have any queries or concerns, please speak with Sarah Mellors, Headteacher.

## **Privacy Notice for Applicants: How we use your information**

### **What is a Privacy Notice?**

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

### **What is Personal Information?**

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

### **What personal information do we process about applicants?**

The categories of applicant information that we collect, hold and share include:

- The information you have provided on your application form, including name, title, address, telephone number, personal email address, date of birth, gender, teacher number, employment history, qualifications, subjects taught and other training and development activities.
- Any test results which arise as part of this application process.
- Information about your current level of remuneration, including benefit entitlements.
- Information provided to us by your referees unless you have indicated otherwise on the application form.
- Any academic qualifications
- Information on documents provided for the purposes of proving identity e.g passports, driving licences, birth certificates, and bank statements and utility or other invoices used for proof of address

Where you have named referees on your application form, we shall assume that they have consented to being approached by us.

We may also collect, hold and share the following "special categories" of more sensitive personal information:

- information such as gender, age, ethnic group, religious belief, sexual orientation;
- Information about your health, including any medical condition, health and sickness records;
- Information about criminal records;
- Information about being barred from working with children or vulnerable people
- Any information you provide to us during an interview.

### **How is your personal information collected?**

We collect personal information about candidates from the following sources:

- You, the job applicant.
- Disclosure and Barring Service in respect of criminal convictions and information about being barred from working with children or vulnerable people (once a job offer has been made).
- From former employers (once a job offer has been made).

### **For what purposes do we use applicants' personal information?**

We will use your personal information to:

- assess your skills, qualifications and suitability for the role
- carry out background checks
- communicate with you about the process
- keep records
- comply with legal or regulatory requirements
- To make salary payments and pay over PAYE and NI on your behalf

We need to process your personal data in order to decide whether to enter into a contract of employment with you. It is ultimately in our legitimate interests to process personal data during the recruitment process and for keeping records of this process. Actively managing this data allows the recruitment process to be efficient and adequately confirm your suitability for the job.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Information about your disability status may be used in order to consider where reasonable adjustments need to be made during the recruitment process.

Information about your age, gender, race or national or ethnic origin, religious beliefs and sexual orientation will be used to ensure meaningful equal opportunity monitoring and reporting.

### **Collecting applicant information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Who might we share your information with?**

We may share applicant information with members of our staff and Governors who are involved in the recruitment process, consultants/experts assisting with the interview process, HR providers, payroll providers (EPM) and managers who hold vacancies.

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties, unless your application for employment is successful and an offer has been made. They will only process personal information on our instructions and are subject to a duty of confidentiality.

Procedures are also in place deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

### **What do we do with your information?**

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. Alcester Academy monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

### **How long do we keep your information for?**

In retaining personal information, Alcester Academy complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which Alcester Academy are required to retain the information.

A copy of those schedules can be located using the following link:<http://irms.org.uk/page/SchoolToolkit>

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **What are your rights with respect of your personal information?**

Under data protection law, applicants have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk) or alternatively;

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL

*\*\*Please ensure you specify which School your request relates to.*

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

