

JOB DESCRIPTION

School: THE FITZWIMARC SCHOOL

Post: Cover Co-ordinator

Band: Scale 6 (SCP 12 - 17)

Responsible to: Assistant Head/HR Manager

Post Holder:



Purpose of the job: To be responsible for the administration and organisation of the school 'cover arrangements' and leave of absence processes. To provide cover for the short-term absence of teachers, undertaking registration and supervision of whole classes

Duties and Responsibilities:

- In liaison with the Assistant Head/HR Manager, organise and administer the daily 'cover' arrangements for those staff who are not available for their normal teaching commitment, liaising with class teachers, Heads of Department, covering teachers and supply teachers.
- To ensure that the daily cover system operates equitably and fairly and to keep accurate records for inspection by SLT and staff of the cover undertaken
- Update Sims with staffing availability for covers
- Deal with emergency cover as necessary
- Ensure the number of planned staff absence does not exceed agreed level
- Ensure accurate absence information for each member of the teaching staff is recorded and maintained and ensure that this information is provided to the HR Department for inclusion in the monthly absence returns and follow up.
- Monitor attendance of teaching staff and bring to the attention of the Assistant Head/HR Manager any concerns relating to teacher punctuality and absences, especially those indicating potential long term absence
- To meet with the Assistant Headteacher on a weekly basis to discuss the school calendar and timetable requirements
- To engage supply teachers, after consultation with the Assistant Headteacher, for the purpose of covering staff who are unavailable to teach and to keep an up-to-date register of such supply staff
- To be responsible for ensuring that the needs of supply teachers are met including appropriate induction/briefing and for ensuring submission of salary claims/invoices for cover are completed inside the established timescales
- To liaise and co-ordinate with the Examinations Officer, HOYs, HODs etc. regarding room and cover requirements during assessment periods
- To advise staff as to the availability of alternative rooms when necessary
- Liaise with staff arranging internal events and advise on necessary re-rooming and action as appropriate
- Responsible for booking of computer room
- To treat information relating to absence of teaching staff in strictest confidence
- Undertake cover duties as necessary supervising students engaged in learning activities, keeping pupils on task and responding to general queries

- Provide objective and accurate feedback to the teacher on the conduct of the lesson and keep appropriate records as agreed with the teacher
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Use the school calendar to provide prompts as appropriate
- Supervise the Cover Supervisors as appropriate. Provide input into PMR process for cover supervisors
- To undertake any training or learning activities commensurate to the post as required.
- To undertake invigilation for both public and internal examinations
- Attend relevant school meetings as required
- Undertake additional duties as deemed appropriate
- To respect confidentiality at all times

General

To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This 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 it 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 school at the reasonable discretion of the head teacher.

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.

Agreed by.....(Postholder)

And(Headteacher)

Date