

**JOB DESCRIPTION – Senior Cover Supervisor**

**Responsible to:** Headteacher

**Hours:** 37 hours per week (7.30am-3.15pm)

**Weeks per year:** 48 weeks per annum

**Salary:** Dorset Grade 7; £17,257-£19579

**Main Responsibilities:**

1. To be responsible for the running and maintenance of the school’s cover system, ensuring that all absences are entered.
2. To administer the cover system after the initial cover is allocated and inform teaching staff of any changes to the cover list.
3. To allocate the following day's cover for all planned absences.
4. To be responsible for the absence line mobile phone.
5. To line manage the cover supervisors.
6. To cover classes as and when required.
7. To implement and produce cover reports and statistics for financial monitoring purposes and be responsible for administering room changes.
8. To maintain student records within SIMS.
9. To liaise with the Examinations Officer about the rooming and re-rooming required for all examinations.
10. Any other reasonable tasks as are required from time to time at the discretion of the Headteacher.
11. Promoting and safeguarding the welfare of children and young people in accordance with the school’s safeguarding and child protection policy.

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| **Knowledge and Skills**  | **Desirable** | **Essential** |
| Supervisory and leadership experience with sound interpersonal and communication skills. |  | X |
| To be able to work accurately, under own initiative and to work in an organised and flexible manner, organising own workload and priorities. |  | X |
| Excellent IT skills, with ability to learn new systems, good Excel skills. |  | X |
| Experience of managing the work of a team including allocation and prioritising of work.  |  | X |
| Understanding and knowledge of school policies, systems and strategies. | X |  |
| Knowledge of legislation and regulations applicable to the teaching and learning of students and to the support of employees. | X |  |
| Knowledge of school MIS (SIMS)  | X |  |
| Experience of the management and secure retention of data through the use of MIS modules. | X |  |

**Supervision and Management:**

The post-holder will be expected to work for substantial periods unsupervised and to organise own workload and priorities.

The post-holder will be responsible for the supervision and management of the cover supervisors. The department consists of 2 full-time and 1 part-time in addition to this role.

**Problem solving and creativity:**

To deal with changing and conflicting deadlines and frequent interruptions to work on a day-to-day basis ensuring data management requirements are met.

Analysis and interpretation of data.

Supervision of staff and allocation of work.

**Decision Making**

Work to deadlines; prioritise own workload and allocation of duties to other team members.

**Resources**

Responsibility for the safe and secure management of school data and the reporting of that data to appropriate agencies as required. Confidentiality and security of information is an important aspect of this post.

**Working Environment**

Office-based post within a school environment.

Subject to substantial and frequent periods of computer input and data manipulation.

Work subject to changing circumstances due to changes in student and staff priorities at short notice.