

JOB DESCRIPTION

JOB TITLE	Cover Supervisor/Deputy Cover Co-ordinator
PUBLICATION DATE	November 2016
POSTHOLDER'S SIGNATURE	
AUTHORISING OFFICER'S SIGNATURE	
REVIEWER	DMN, CCY & HHT
REVIEW DATE	November 2016
STATUS	Fixed term 6 month, 35 hrs p/w (8am – 3.30pm Mon – Fri) with possible permanent appointment thereafter
SALARY	H5.1

THE NOBEL SCHOOL



TITLE OF JOB:	Cover Supervisor/Deputy Cover Co-ordinator
GRADE:	H5.1
RESPONSIBLE TO:	Assistant Headteacher for Development and Performance

PURPOSE OF POST

To supervise classes during the short-term absence of the assigned teacher and to provide support to a specified year team.

To provide support for the Cover Coordinator during quiet periods and to provide cover in the event of any absence. Although the usual start time is 8.00am, the post holder may sometimes be required to start at 7.30am at short notice.

To contribute to the overall ethos, work and aims of the school. It is a responsibility of all staff to safeguard the welfare and rights both of students and colleagues. Staff should be conscious of their actions and their words and the impression and impact this may have. At Nobel we show respect to all regardless of gender, race, ethnicity, religion, orientation or age.

KEY RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES

PARTICULAR DUTIES:

- Supervise work that has been set by a teacher;
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment;
- Respond to any questions from students about process and procedures;
- Deal with any immediate problems or emergencies according to the school's policies and procedures;
- Collect completed work after the lesson and pass to the appropriate teacher;
- Report, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising.

DUTIES

Cover Co-ordinator Support

During quiet periods and in the event of sickness within the team:

- To manage and maintain Sims Cover system in accordance with the school policy and procedures.
- To receive calls from staff regarding their absence in line with school policy.
- To maintain accurate and up to date records of known staff absences in the Cover Diary.
- To allocate cover personnel effectively and efficiently for all teaching staff absences.
- Arrange and communicate day-to-day changes in staffing and rooming of lessons (e.g. planning for timetable/staffing changes as a result of exams, in-house events, educational visits etc) via the Cover noticeboard.
- Inform relevant staff of any last minute changes to the cover notices
- To ensure that the school is compliant with the provisions in STPCD around “Rarely Cover” in connection with requesting cover by school teaching staff.
- To liaise daily with supply agencies and book staff as required ensuring their time is used cost effectively.
- Develop good working relationships with supply agencies to achieve the highest quality of supply with value for money in mind.
- To check ID and DBS status of all agency supply staff and ensure details and copies are kept on file.
- To be the main point of contact for supply staff in the school and to liaise daily with them on cover.
- Check and authorise supply staff timesheets and email to relevant agency at the end of each week.
- Check invoices from supply agencies (supply staff named, days and amounts charged against school supply records) for HR Manager approval for payment.
- Communicate unplanned absence to Senior Leadership Team daily.
- To provide monthly reports on cover, staff absences and classes impacted by absence to the Headteacher.
- Liaise with DOL/DOF and other staff regarding staff absence and cover.

- Manage workload of in-house cover supervisors in liaison with the HR Manager.
- To ensure that clear, accurate and complete cover lesson information is given to those providing cover, as needed to enable them to work effectively.
- To provide basic induction for supply teachers, ensuring that: those new to the school can locate relevant facilities and fully understand what is expected of them in terms of policy and procedure (including Health and Safety and Behaviour policies); and those who have previously worked at the school are fully up to date with policy information. Documents issued are: Supply Teachers Handbook, B4L policy, CP policy. A quick verbal run through of the position with mobile phones, uniform and any other verbal instructions as are deemed necessary on the day.

Admin Support

- To assist the School Business Manager and school office teams:
 - Notice boards
 - Clerical duties
 - Such other duties as may be assigned by the School Business Manager or Team Leaders

EQUALITIES

Be aware of and support difference and ensure that students have equality of access to opportunities to learn and develop.

HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

DISCLOSURE AND BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974.

ADDITIONAL INFORMATION

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

SUPERVISION

- The jobholder is managed by the Assistant Headteacher for Development and Performance. The frequency of meetings is determined by the school's performance management policies and practice.

- No supervision of staff.

JOB CONTEXT

- The job is to provide cover for whole classes during the short-term absence of a teacher. The teacher may be absent on sick leave or to participate in professional development or to attend a meeting or to allow time for planning, preparation or assessment. The Headteacher's professional judgement will determine the deployment of a cover supervisor.
- The jobholder will not engage in "active" teaching.
- In the event of no cover being required, the jobholder will undertake administrative tasks in the first instance for the school office staff, or for faculties or they may be asked to support SEN students in class (under the guidance of the class teacher).
- In the event that the Cover Co-ordinator is absent, the post holder will undertake the duties of the Co-ordinator which will include a 7.30am start.

KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with children of the relevant age.
- Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English.
- Understanding of the curricular requirements of the schools, these to include statutory requirements.
- Competence in the use of ICT in an administrative capacity.
- Competence in the use of ICT to support teaching and learning.
- Ability to work with a minimum of supervision and within a team.
- Ability to manage students in a classroom setting.

GENERIC DUTIES AND ACCOUNTABILITIES

Comply with the requirements of and act in accordance with the school's policies, not solely but including:

- Child Protection
- Health and Safety
- Equal opportunities
- Behaviour for learning

OTHER DUTIES

To undertake other reasonable duties as specified by the School Business Manager / Headteacher / Assistant Headteacher for Development and Performance not mentioned in the above.

The job description is current at the date shown, but, in consultation with you may be changed by the School Business Manager / Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

CONDITIONS OF EMPLOYMENT

The Conditions of Employment for support staff are set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

NOTES

The post is for a fixed term of 6 months, 35 hrs p/w (8am – 3.30pm Mon – Fri) with possible permanent appointment thereafter. Lunch time is unpaid.