

<b>JOB DESCRIPTION – COVER OFFICER</b>
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**Name:**

**POST GRADE/SALARY:** Grade 6

**1.0 JOB TITLE AND PURPOSE: Cover Officer**

Under an agreed system of supervision co-ordinate and ensure adequate lesson cover, to supervise whole classes during the short term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the Trust's policies and procedures.

**2.0 WORKING HOURS**

37 hours per week

**3.0 LINE MANAGEMENT:**

**Responsible to:** Senior Vice Principal

**4.0 DUTIES AND RESPONSIBILITIES:**

**4.1 Support for Academy**

- To be responsible for staff cover arrangements as a result of planned absences and those that arise during the school day. Engaging supply cover and associated record keeping and form filling.
- To liaise with Office Manager when dealing with unplanned absences at the start of the working day. Production and publication of daily cover lists. Production and publication of all arrangements regarding room changes.
- To respond to unplanned absences that occur during the working day, either by covering yourself, deploying supply staff or using staff with un-timetabled sessions as appropriate.
- Investigate long term cover possibilities via agencies.

**4.2 Support for Students**

- Supervising work that has been set by teaching staff.
- Assist with the development & implementation of Individual Education Plans.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs.

**4.3 Support for the Teacher**

- Provide feedback to students in relation to progress and achievement.
- Dealing with any immediate problems or emergencies according to the Trust's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Managing behaviour of students whilst they are undertaking this work to ensure a constructive environment, according to the Trust's behaviour policy.
- Reporting back as appropriate using the Trust's agreed referral procedures on the behaviour of students during the class, and any issues arising.
- Completing tracking sheets and information on student attendance and rewards.

**4.4 Support for the Curriculum**

- To support the use of ICT where appropriate.
- Make appropriate use of equipment and resources.

**PART TWO: PERSONAL AND PROFESSIONAL CONDUCT**

**5.0 A Cover Officer is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.**

- A Cover Officer upholds public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.
  - having regard for the need to safeguard students' well-being, in accordance with statutory provisions.
  - showing tolerance of and respect for the rights of others.
  - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
  - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- A Cover Officer must have proper and professional regard for the ethos, policies and practices of the academy in which they work, and maintain high standards in their own attendance and punctuality.
- A Cover Officer must have an understanding of, and always act within, statutory frameworks.

**PART THREE: OTHER**

**6.0 Appraisal**

- To participate in arrangements agreed at United Endeavour Trust for the appraisal of his/her performance and the development identified.

**6.1 Policies**

- To understand and comply with all Trust policies.
- To take all reasonable steps to ensure that Health and Safety requirements are observed, both on the academy premises and elsewhere

**6.2 General Terms**

- The above responsibilities are subject to the general provision of the appropriate conditions of service document and any other interpretation as discussed with the non-teaching association.
- All job descriptions are subject to change as the needs of the trust changes.
- All support staff will undertake any other reasonable duties within the overall function, commensurate with the grading level and responsibility of the role.

Signed \_\_\_\_\_ Post holder

\_\_\_\_\_ Chief Executive Officer

\_\_\_\_\_ Date