

**Job Description**

**Cover Co-ordinator**

**Hours:**                   36 hours per week (M-F: start and finish time tbc)

**Weeks:**                 41

**Salary:**                   Scale 5 Point 12-15

**FTE:**                       £24,662.00-25,809.00

**Responsible to:**Assistant Headteacher responsible for cover & members of the

 Leadership Group as appropriate

**Purpose of Job**

* To co-ordinate the provision of cover for absent teachers so that the cover system operates effectively.
* To undertake a share of cover after the appropriate training has been provided.
* To ensure that as far as is possible the impact on students learning of a teachers absence is minimised.
* To undertake administration duties relating to key whole school matters.

**Main duties and responsibilities include:**

1. Preparing and revising the school cover rota after consultation with the school timetable.

2. To enter & record all requests for cover onto the SIMS cover system & into the cover diary.

3. To ensure that cover work is arranged for students whose regular teacher is absent.

5. To allocate daily cover/room changes.

6. To book supply staff as necessary. This may involve establishing regular contact with the agencies who provide such staff.

7. To ensure that cover is organised fairly and equitably having regard to local and national agreements and guidelines relating to cover.

8. To maintain full and accurate cover records and to assist in the preparation of the teaching staff absence return.

9. To induct new supply staff and prepare a welcome pack for them.

10. To liaise with Curriculum Leaders on matters relating to the effective management and organisation of cover in their subject(s).

11. To inform Year Learning Coordinators/Head of Sixth Form when tutors are absent.

12. To cover lessons when appropriate.

13. To liaise with the Examinations Officer regarding the arrangements needed for examinations.

14. To undertake administration duties relating to other key whole school matters.

**Equal Opportunities**

Understand and act in accordance with the Equal Opportunities policies of the School with regard to staff, pupils and visitors.

**General**

To carry out any other task commensurate with the level of responsibility of the post as shall reasonably be requested by the Headteacher.

**Key skills & competency requirements:**

* Some knowledge of the working of a secondary school
* Experience of managing others and meeting deadlines
* A good standard of education including a good level of literacy, numeracy, IT and administrative skills
* Experience of and enthusiasm for the use of ICT to carry out tasks. Experience of SIMS would be desirable, but is not essential
* The ability to work under pressure with a calm disposition
* Willingness to be trained and to train others
* Enthusiasm and a sense of humour
* Good communication skills, both orally and in written form
* Respect for confidentiality and the sensitivity needed to deal with difficult situations
* Willingness to take responsibility and to work both alone and as part of a team
* A commitment to the values of Oak Wood School
* An interest in how children’s learning and behaviour can be managed

**Education/Qualification:**

* Good standard of formal education

**Responsibilities**

* Be aware and comply with policies relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Be aware of and support diversity and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Participate in training and other performance development as required.