

## The Bushey Academy Job Description

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<b>Post details:</b>	<b>Cover Co-ordinator</b>
<b>Responsible to:</b>	<b>Vice Principal: Achievement and Standards and HR Manager</b>
<b>Responsible for:</b>	<b>Cover Supervisors</b>
<b>Hours:</b>	<b>40 hours per week, 41 weeks per year (term-time plus fifteen additional days worked during school holidays, including INSET days)</b>
<b>Scale:</b>	<b>H6 SCP 14-19, depending on experience</b>
<b>Salary:</b>	<b>£20,196.48 to £22,142.69.</b>
<b>Hours of work:</b>	<b>Monday – Friday 7.30 – 4.00 (with 30 minute unpaid lunch break)</b> <b>A degree of flexibility will be required in the effective discharge of your duties</b>
<b>Contract Type:</b>	<b>Permanent following successful probationary period.</b>

### JOB OVERVIEW

- **To work in collaboration with the Vice Principal: Achievement and Standards to provide a high quality cover and organisation of associated arrangements.**
- **To work with the HR Manager to record and monitor staff absence and to support completion of the School's Workforce Census**

#### • **Key Responsibilities – Cover Coordinator duties**

- To work with the Vice Principal: Achievement and Standards to ensure staff are deployed effectively to cover for planned and unplanned absence of teachers. To be the first point of contact for staff absences, communicate staff absences daily, notify line managers of the absence of staff in their departments/teams and ensure cover work is provided
- To ensure best value through the effective deployment of the in-house cover team, utilisation of teaching staff for emergency cover and advance booking of agency supply staff to secure preferential rates and high calibre staff

- Working with the Vice Principal: Achievement and Standards to oversee and monitor the budget for cover, and ensure the academy's financial regulations and procedures are adhered to at all times.
- Using the academy's finance portal (Civica) to input purchase orders for cover staff on the system. To check timesheets for cover staff and long term agency staff for approval by the Vice Principal: Achievement and Standards
- To arrange and communicate day-to-day changes in staffing and rooming (eg: planning for timetable/staffing changes as a result of exams, in-house events, educational visits etc)
- To co-ordinate all cover requests - ensure academy procedures are followed, requests are properly authorised, accurately recorded and communicated in a timely manner to all relevant parties
- To highlight in advance to the Vice Principal: Achievement and Standards prior to authorisation being given to staff, days where cover requirements are already significant in order to keep disruption to a minimum
- To ensure all authorised cover requests and events requiring cover are accurately recorded on the academy calendar
- To utilise the academy systems (SIMS/Excel/EPM) to maintain accurate records of all staff absences, cover requests, self certification forms and deployment of academy and supply staff. .
- To produce SIMS report highlighting staff absence and trigger points. To work with HR Manager and Line Managers to monitor staff absence.
- Working with the HR Manager to produce absence information for the Finance and Personnel Governing Body Committee.
- To work with the Vice Principal: Achievement and Standards to maintain good relationships with cover agencies – source high calibre staff for daily and long term/permanent employment, establish competitive rates for daily supply staff, arrange for the placement of longer term/permanent staff and ensure they fully understand the academy's requirements.
- To ensure there is up to date evidence of full and clear DBS, and to check the ID of agency staff and other relevant safeguarding and employment checks for all agencies staff. That these safeguarding checks are checked prior to the agency staff teaching any classes.
- To ensure that the SCR is up to date in relation to agency staff both current and leavers. When required to assist the HR Manager in updating records for staff on the SCR.
- To proactively identify potential issues which might be caused by known high staff absence or planned activities.
- Working with the relevant teaching staff to ensure that Cover staff are provided with the cover materials for the classes.
- To work with the IT Team to ensure lap tops for the classes.
- To assist the HR Manager with checking that personnel data on SIMS is accurate for the annual Schools Workforce Census.

• **Key Responsibilities – Line Management of Cover Supervisor and Agency Cover Staff**

- To line manage the Cover Supervisors including their induction, training and appraisal.
- To brief Agency Cover staff on the school safeguarding policies and the school's behavior management system and provide information on SEN Students?
- To brief and provide Cover Sheets to Cover Supervisors and Agency Cover Staff on the lessons.
- To ensure that Cover staff effectively supervise pupils in class during the absence of their class teacher
- To ensure that Cover staff promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with the Code of Conduct, encouraging students to take responsibility for their own behaviour
- To ensure that Cover staff administer clear instructions to the class, based on the detailed work set, and that they actively supervise pupils as they carry out the instructions
- Ensure that Cover staff provide objective and accurate feedback to the teacher on the conduct of the lesson
- Take class registers

• **Other Duties and Accountabilities**

- Undertake such ICT or other training as is necessary to operate the school systems effectively and ensure that academy procedures are adhered to
- Work co-operatively with the admin and support teams and provide assistance as necessary to all parents, students, staff, governors and other relevant stakeholders
- Be aware of and comply with policies and procedures relating to inclusion, child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Principal
- Ensure compliance with your responsibilities as laid out in the academy's Equal Opportunity Policy and take an active role in promoting equality and diversity
- Promote the academy's ethos of being 'Proud to Belong' and support our commitment to providing a caring and stimulating environment, and improving standards for all students within the academy
- Undertake any other task reasonably requested by the Principal.

Date: \_\_\_\_\_ Next review date: \_\_\_\_\_

Signed (post holder):

\_\_\_\_\_

Signed (line manager):

\_\_\_\_\_

**The academy may be able to offer funded teacher trainee positions in certain subject areas for exceptional candidates.**

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified. This job description is current but, following consultation with you, may be changed by the Principal to reflect or anticipate changes in the post which are commensurate with the salary and job title.

**PERSON SPECIFICATION  
Cover Coordinator**

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**Post: Cover Coordinator**

<b>Attributes, experience and skills</b>	<b>Essential</b>	<b>Desirable</b>
5 or more GCSE Grade C or equivalent including English and mathematics	✓	
Working knowledge of SIMS (Schools Information Management System)		✓
ICT literate and able to operate both Excel and Word at an beginners level	✓	
Experience of managing a budget or other resources		✓
Excellent communication & interpersonal skills	✓	
Experience of maintaining electronic and paper-based systems	✓	
An ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post	✓	
Ability to be flexible and use your own initiative and problem solve	✓	
Ability to work calmly under pressure	✓	
Ability to work confidentially	✓	
Excellent record of attendance	✓	
Ability to work well in a team	✓	
Positive attitude	✓	
Energy and enthusiasm	✓	
Warmth and sensitivity	✓	
Commitment to the Academy and the students we serve	✓	
A belief that students come first	✓	
Able to quickly establish positive working relationships with a wide range of people from within and outside the academy	✓	
A high standard of dress and appearance. (No visible tattoos or facial piercings).	✓	
Able to exemplify good practice, work flexibility and proactively while maintaining a high standard of professionalism	✓	
Able to build good relationships with adults and children	✓	
A commitment to safeguarding & promoting the welfare of	✓	



THE BUSHEY  
ACADEMY

Proud to belong

children and young people		
A willingness to undertake additional training, keep up-to-date with changes and developments in good practice	✓	
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	✓	
Excellent punctuality and professional conduct	✓	
List 99/Enhanced DBS Checked		✓