



JOB DESCRIPTION

JOB TITLE: **Cover Administrator/Supervisor**

Purpose:	To coordinate staff absence cover.
Reporting to:	Member of SLT Team responsible for cover oversight.
Responsible for:	
Liaising with:	Cover Supervisors External staff agencies Teaching Staff SLT Students
Working Time:	34.5 hours a week (7:00am start) Mon 7:00-15.00 Tue 7:00-15.00 Wed – Fri 8:10-15.10 Term time only Equivalent to 38 weeks
Salary/Grade:	Scale 6 Point 13-20
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.
Date	September 2022



MAIN (CORE) DUTIES

The specific duties and responsibilities pertaining to the Cover Administrator are to be read in conjunction with the School’s Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.

<p>Support for Staff</p>	<ul style="list-style-type: none"> • The timely and smooth operation of cover supervision, so that the needs of the school are met to address teaching and non-teaching staff absence. • To work under the guidance of SLT and/or teachers and liaise with teachers about cover work requirements. • Provide absent teachers with detailed feedback following any cover lessons that have been completed. <p><u>Cover Supervisor duties</u></p> <ul style="list-style-type: none"> • To act on behalf of the teacher in ensuring the health and safety of students in the classroom. • To collect completed work and return it to appropriate class teacher or Head of Faculty/ Department as requested. • To report back to class teacher or Head of Faculty/Department on issues arising from the lesson, passing on any positive student performance or concerns. • To cover for morning or afternoon registration. • To invigilate examinations. • To escort and supervise pupils on educational visits and out-of-school activities. • To ensure presence of suitable cover work prior to the lesson for known absences and report any issues to the Cover Administrator. • To feedback issues with cover work set for unknown absences to the Cover Administrator.
<p>Support for Students</p>	<ul style="list-style-type: none"> • To supervise classes or groups of students for whom work has been set, establishing and maintaining positive and productive working relationships with students. • To assist students in understanding the work set in order to minimise the effect of the teachers’ absence upon their learning and progress. • To liaise with Learning Assistants and support their deployment in line with the teaching staff member’s guidance; • To promote high standards of behaviour and follow Behaviour for Learning guidelines at all times. • To maintain the classroom learning environment such that it is conducive to student learning and left neat and tidy for use by subsequent classes using the room.



	<ul style="list-style-type: none"> To register students for all lessons and to log praise, incidents, lateness and undertake administration in the lesson as requested. <p>To provide additional assistance in the classroom if not required for cover at any time, which may include supporting students with SEND or undertaking other administrative duties as appropriate as directed by SLT cover oversight or a member of the senior team</p>
Administration	<ul style="list-style-type: none"> To administrate staff absence requests in line with the staff absence management policy, including, ensuring staff absence is agreed and authorised in advance of scheduling cover. Manage the cover budget and provide regular reports and updates to SLT in line with the school's cover costs review schedule. To keep full and accurate records of staff absence and provide daily reports of staff absence to SLT. Provide HT with reports on long-term cover and raise advance awareness of concerns of busy cover days for forward planning. To devise cost effective and considered solutions to cover demands for planned and unplanned events, raising advance awareness of concerns to SLT. Work with the HR administrator to ensure the numbers of days' absence are recorded on SIMS and monitor staff absence in line with the policies To keep accurate records of the deployment of the cover team and report to SLT.
Other related duties	<ul style="list-style-type: none"> To coordinate the work of the team of cover supervisors working in the school and build working relationships with supply agencies for this provision. To contribute to the organisation of internal and external school examinations by assisting the exams officer with the room timetables Update cover lesson protocols and proformas in consultation with SLT line. Be aware of and comply with policies and procedures relating to inclusion, child protection, safeguarding, behaviour management, health, safety and security, equal opportunities and SEND and confidentiality and data protection- reporting concerns to the appropriate member of staff and ensuring supply staff are provided with all the relevant and necessary information at the start of their placement at the school Participate in training and other learning activities, meetings and an annual performance review as required. Enable other colleagues to provide emergency back-up for management of the cover database, following appropriate training. To manage cover administration and as required and contribute to the induction of cover supervisors. Any other activity reasonably requested by SLT.
Essential Skills & Qualification	<ul style="list-style-type: none"> Strong administration and organisational skills – methodical working practices and attention to detail Ability to work under pressure and over time to develop arrangements and solutions to cover staff absence in cost-effective and efficient ways Computer literate with ECDL or equivalent in experience



	<ul style="list-style-type: none"> • Knowledge of relevant computer systems to retrieve information, including Capita SIMS • Ability to manage pupils in a classroom setting. • The ability to use initiative to respond independently, as appropriate, to unplanned or unexpected situations arising in the classroom • Understanding of the curricular requirements of the school, these to include statutory requirements. •
Essential personal attributes	<ul style="list-style-type: none"> • Ability to work as part of a team and on own initiative and with resilience. • Self-motivating with the ability to multi-task • Good interpersonal skills, and the ability to enthuse and motivate others. • Good communicator and ability to work with people at all levels. • Flexible and adaptable
Practical Skills	<ul style="list-style-type: none"> • Able to develop and maintain close links and work effectively with staff both within and beyond the school • Able to gather information and produce reports • Confident basic user of ICT. Must be numerate and well organised. • Good planning and organisational skills and a flexible approach to the management of work. • Excellent communication skills both written and oral and the ability to communicate effectively with staff • Ability to prioritise own workload • Ability to communicate with young people, both individually and in a group setting.
Staff Development	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To engage actively in the Performance Management Review process.
EMPLOYEE RESPONSIBILITIES: <ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote actively the school's corporate policies. • To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate. • To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post. • To comply with the School's Data Protection Policy and Code of Practice within the service area of the post. • To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements. 	

