

Job Description for the Post of Cover Administrator & Supervisor

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the Cover Manager.

Main Purpose of Job

To facilitate high quality learning within the classroom in the absence of the regular teacher, working with the relevant Departments to support student development, progress and attainment and working in line with the School's Behaviour Policy. To work alongside the Cover Manager to assess the day's staff absence, to log this in the relevant systems, to organise the necessary cover to process cover requests and keep the Cover Calendar up to date.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To check staff absence voice messages and emails and update the School's system so that cover can be organised.
3. To liaise with external agencies to book additional cover staff when required and to meet them on arrival, providing them with everything necessary for the day.
4. To communicate effectively with colleagues to ensure that clear and concise information regarding lesson cover is delivered by the green timeframe.
5. To undertake classroom supervision in the absence of teaching staff ensuring that students follow pre-set work programmes and that students are supervised in line with the school's Behaviour Policy.

6. To award behaviour points, credit points and detentions as appropriate, using Class Charts to do this.
7. To be available to respond to sudden changes in cover and be on call in the staff room when not on cover.
8. To liaise with subject staff on a daily basis following cover lessons and provide any relevant feedback to departments on student development, progress and attainment.
9. To ensure appropriate registers are taken and class and student records are maintained.
10. If cover work is quiet, and with Cover Manager's agreement, to work in Departments related to areas of specialism to assist with the preparation of teaching materials and displays as required.
11. To provide some supervision in the Sixth Form Study Area if not needed for classroom cover.
12. To assist in invigilating tests and examinations, for which training will be provided.
13. If required and at quiet times, to work with students individually to support them with work in specific areas, particularly in a Cover Supervisor's area(s) of expertise.
14. To undertake duties as required which will include pre-school, registration and occasional break time supervision and to take a part in the general life of the school as appropriate to the role. Any paid lunch duties would be ad-hoc as cover allows.
15. To establish good relationships with pupils, acting as a role model by presenting a positive personal image and responding appropriately to individual needs.
16. To promote the inclusion and acceptance of all pupils and to provide support for the individual personal needs of students and to encourage their social skills.
17. To be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant members of staff.
18. To maintain good relationships with colleagues and work together as a team.
19. To contribute to the overall ethos/work/aims of the school.
20. To participate in the Performance Management process.
21. Attend relevant meetings, which can include teaching-staff CPD sessions (any overtime would be paid).
22. To participate in training, including relevant learning strategies and other learning activities and first aid if required (any overtime would be paid).
23. To assist with the preparation, layout and checking of students' personal equipment and materials as necessary and to have available a teacher's equipment set, as provided by the Cover Manager.
24. To assist in maintaining high standards of health and safety at all times.
25. To undertake other duties as required in line with the grade and responsibilities of the post.