**Cover Coordinator**

Provide an effective and efficient Cover Coordinator service across our schools.

Reporting to: Director of Finance & Operations

Direct Reports: None

Level: PCD6 (£24294 FTE, term time only £20803 per annum)

Contract: 39 weeks (term time only plus 1 week) 35 hours a week (08:00 to 16:00 less 30 minute break)

**Job Purpose and Responsibilities**

Coordinate and monitor the arrangements for cover of absence of teaching staff including induction and support of external cover teachers

Provide cover supervision of lessons as required, taking sole charge of a group of students

Manage and monitor the quality of work provided for cover lessons and delivery of good cover lessons by internal and external resource

**Key Deliverables and Accountabilities**

* Process and organise absence requests for internal staff, keeping internal systems up to date with relevant information and using systems to allocate cover and log/save cover work for lessons
* Coordinate and arrange cover for absent teaching staff for both expected and unexpected absences
* Provide a medium and long term view of cover needs, booking external and internal cover as required in response to known and calendared cover needs.
* Support staff to ensure cover requests are submitted in a timely fashion and are covered with an appropriate period of prior notice
* Manage, monitor and log arrangements for covering lessons on internal systems (Arbor)
* Support senior staff in arranging and delivering cover for last-minute and short notice cover requests
* Support external and internal staff covering lessons including providing inductions for external staff and ensuring lesson resources are available on internal systems (Arbor), shared drives and/or printed formats
* Monitor the quality of cover work provided by teachers, identifying and raising concerns to senior leaders as appropriate
* Deliver cover lessons as required ensuring lessons are of good quality, promote learning and progress and are productive and calm
* Delivery of lessons:
  + - * Supervise lessons and deliver work that has been set in accordance with school policy
      * Manage behaviour of students in line with school policy to ensure a constructive environment
      * Establish productive working relationships with students, acting as a role model and setting high expectations, in line with school requirements
      * Deal with problems or emergencies according to school policy and procedure
      * Collect work and return to appropriate teacher
      * Report as appropriate behaviour, attitude to learning and other aspects of student behaviour during class and issues arising using appropriate mechanisms
      * Promote the inclusion and acceptance of all students in the classroom
      * Encourage students to interact with others and work cooperatively with others, engaging in all activities
      * Promote independence and resilience, and employ strategies to recognise and reward students’ self-reliance
      * Provide feedback to students in relation to progress and achievement
      * Promote positive values, attitudes and behaviour, dealing promptly with conflict, issues and incidents in line with established policies
      * Effectively work with Teaching Assistants to provide support as indicated on cover plans, and direct and support their work appropriately
* Other duties:
  + - * Undertake planned supervision of student out of hours learning activities as required
      * Provide additional support in lessons where appropriate and time allows, focusing on non-statutory SEND and in-class pastoral support
      * Support the organisation and delivery of examinations series
      * Liaise with teachers, staff, parents / carers as appropriate
      * Promptly raise any safeguarding or other concern according to school policy
      * Administer and assess routine tests and invigilate examinations
      * Provide general pastoral, learning, behavioural or administrative support as directed
      * Establish constructive relationships with staff, parents/carers and other professional to support the achievement and progress of students
      * Participate in meetings, training and other learning activities as required

This job description may be reviewed annually and may be subject to amendment or modification at any time. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

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| 1. |  | **ESSENTIAL** | **DESIRABLE** |
| Qualifications/Training  Competences | Relevant NVQ 3 or equivalent qualification or 3 years full time or 5 years part time experience in a relevant post.  GCSE or equivalent numeracy and literacy | Additional specialist qualification.  Training in relevant strategies, e.g. particular curriculum or learning area. |
| 2. | Relevant Experience | Experience of self-evaluating your own learning needs and seeking learning opportunities.  Experience of communication effectively at all levels. | Experience of working with students of the relevant age.  Experience of working in a classroom setting.  Experience of working in another service to young people. |
| 3. | Knowledge | Up to date knowledge and understanding of practices and procedures within education relating to the welfare, safety and education of pupils.  Working knowledge of national curriculum and other relevant learning programmes and strategies. |  |
| 4. | Skills/Ability |  | Experience of using other equipment and technology i.e. video, photocopier  Experience of using ICT to effectively support learning. |
| 5. | Personal Skills | Experience of working constructively in a team, understanding classroom roles and responsibilities and own position within these.  Experience of prioritising tasks and acting on own initiative.  Experience of motivating pupils to develop to their full potential. |  |