

Job Description

COVER SUPERVISOR

Salary: Grade R4, scale point 22 to Grade 5, scale point 28
FTE £27,465.00 - £29,988.00 Actual: Actual: £22,864.97 - £25,300.88

Working Pattern: 07:30-15:30, Monday to Friday, Term Time Only

Location: St Dominic's School, Hambledon, Nr Godalming, Surrey GU8 4DX

Job Purpose

To organise daily cover for absent staff.

To line manage and mentor cover staff.

To organise and provide induction and support for supply staff both teaching and non-teaching.

Key Accountabilities:

Managing and organising cover arrangements for planned and unplanned staff absences, both teaching and non-teaching.

Organising and providing induction and support for supply staff, both teaching and non-teaching.

Line management and mentoring of supply staff, both teaching and non-teaching, including their induction,

Ensuring, in liaison with school HR, that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks.

Main Duties and Activities

- Where needed, offer support in class.
- Organise daily cover for absent staff due to planned absences, meetings, school trips and training,
- Organise daily cover for absent staff due to unplanned absences such as sick leave.
- Direct the activities of classroom support staff and ensure that they are properly briefed to work as part of an effective team enhancing pupils'/students' learning in the classroom.
- Make full use of the school calendar and ensure that all future events that require cover/timetable changes/room changes are identified, prioritised and planned for accordingly.
- Allocate cover effectively and efficiently to enable the school to operate with minimum disruption to the students. To inform relevant staff of any changes to the cover list.
- Produce a daily cover timetable and individual timetables for supply teachers and support staff as necessary.
- Inform staff of their cover responsibilities each day.
- Direct HLTA timetables.
- Throughout the day, deal with any changes regarding cover arrangements and deal with any issues arising. This requires considerable mobility around the school to ensure that all messages are received by relevant staff.

- Manage and administer the cover e-mail account for the delivery of cover work and advice from absent staff.
- Manage cover work on Google Classroom.
- Liaise with school's HR team regarding booking requirements.
- Liaise with the school's HR team in order to authorise timesheets.
- Liaise with Heads of Department and Senior Staff with regards to supply staff who are on a long-term contract, ensuring that appropriate feedback is obtained from the department and fed back to the agency.
- Help coordinate staff for school events etc.
- Collate any issues with regards to the quality of cover work that has been set and inform Heads of Department when issues have arisen.
- To maintain and provide data with regards to cover within the school, including levels of cover undertaken by individual members of staff.
- To liaise with the school HR team to maintain records of supply staff used and agency bookings, both electronic and hard copy.
- To liaise with the school HR team to ensure all information for the Single Central Record, including vetting checks and DBS information, is obtained and in place for supply prior to their start date.
- To keep abreast of Cover Regulations for teaching staff and agency supply staff.

General

- Provide support and advice to staff, building positive relationships to encourage their involvement in pupil and student progress.
- Ensure the Health & Safety and wellbeing of supply staff in the classroom and elsewhere by assessing risks in planned and day-to-day activities and reducing any risks to an acceptable level.
- When appropriate, to direct the work of other staff or adults working in the classroom to ensure that they are fully briefed on their role.
- Meet and induct all supply staff.
- Liaise with school HR to book supply staff.

Person Specification : Cover Supervisor

Criteria	
<i>Key - Essential = E; Desirable = D</i>	
<ul style="list-style-type: none"> • Qualified to NVQ Level 2 or equivalent • Qualified to NVQ Level 3 	E D
<ul style="list-style-type: none"> • Experience of working with children • Experience of coordinating a timetable 	E E
<ul style="list-style-type: none"> • Ability to engage with children • Good decision making based on evidence • Excellent time management and organisational skills • Good communication skills • Conflict management skills • Working under pressure 	E E E E E E
<ul style="list-style-type: none"> • Ability to work to deadlines and work well under pressure • Ability to inspire confidence in colleagues • Be a positive, willing, contributing and adaptable member of the team • Be flexible, adaptable and alert to unexpected and new situations that may arise within the daily routine • Ability to lead a team • Self-motivated and a motivator for others • Tactful, respectful and sensitive to the needs of others • Genuine commitment to the ethos and work at St Dominic's School 	E E E E E E E E