




# Heathside School

## Job Description

	<b>Cover Coordinator</b>	<b>Grade</b>	ElmWey 5
	<b>Administration</b>	<b>Hours</b>	27.5 Hrs Mon-Fri 6:30am -12.00pm
<b>Reports To</b>	<b>Assistant Principal</b>	<b>Weeks</b>	38.4 Weeks per annum

### JOB PURPOSE

To organise cover for teaching and support staff, ensuring the smooth operation of the school by arranging room changes and the break-time duty rota.

### MAIN DUTIES AND RESPONSIBILITIES

#### Operational

- To administer the cover system, ensuring all absences are recorded accurately on SIMS, notifying HR and the Senior Leadership Team (SLT) by distribution of the daily cover sheet.
- Allocate cover to all lessons as required informing staff assigned to cover and ensuring cover work and resources are prepared and available for the start of each lesson to be covered.
- Liaise with supply agencies and casual supply teachers if appropriate and engage appropriately qualified cover staff subject to SLT approval and within budgetary constraints to cover absences and temporary vacancies.
- Check and authorise time sheets for all supply staff.
- Respond to requests for room changes, assigning rooms and ensuring notification of room changes is communicated to staff and students in a timely manner to ensure the school day runs smoothly.
- Act as the main point of contact for staff reporting absences or any problems that may occur in relation to cover or room changes.
- Prepare and share with SLT the breaktime duty rota, ensuring duties are appropriately cover ensuring arranging cover for breaktime duties where staff are absent.
- Support with the coordination of the calendar each, advising SLT of cover implications regarding planned calendar events.

#### Reception

- Undertake reception duties, dealing with general enquiries in a friendly and efficient manner promoting a positive image of the school and ensuring compliance with safeguarding requirements.
- Respond to queries from students, staff and visitors, providing information as required.
- To maintain confidentiality at all times in respect of student and staff personal data ensuring safeguarding of students and staff at all times. ▪ Undertake general filing and photocopying as required.
- To assist with the sorting and distribution of external and internal mail promptly and accurately and despatch post on a daily basis complying with postal procedures and deadlines, maintain neat and updated labels for pigeonholes.
- To keep office and reception areas tidy and well organised at all times to present the best image of the school.

#### Administrative/Financial:

- Assist with absence recording by completing relevant forms for processing as inputting information on MIS System
- Process, input and extract information and statistics from the school's MIS system for cover and absence, preparing reports for SLT
- Ensure that financial procedures and activities are carried out in accordance with school policies and procedures i.e. authorising payment for supply staff invoices
- Assist the Heads PA with the administration of the school calendar using Outlook ahead of the new Academic Year, making changes as required throughout the year and ensuring changes pull through to the website calendar.

#### Cover

- As required supervise a group or class of students, taking register, setting cover work and managing behaviour to ensure a positive and productive learning environment.
- Support students' learning by responding to questions and their use of resources.
- Collect in completed work and resources after the lesson covered and return to the appropriate teacher and supply feedback with regards to any learning or behaviour issues and a report on progress made.

- Ensure behaviour issues are followed up appropriately in accordance with the school’s behaviour policy.

**Other Duties:**

- Support school events as required and assist with the planning of whole school events by ensuring all resourcing requirements are in place i.e. staffing, rooming etc. This includes supporting in the preparation for public exams.
- Undertake role assigned in the event of an emergency as detailed in emergency plans and evacuation procedures
- Undertake first aid training and responsibilities as required
- Maintain confidentiality and security of personal data at all times ensuring compliance with the Data Protection Act
- Contribute to the Trust’s culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- Share good practice across the Trust.
- Take responsibility for your own well-being;
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.

**Generic Duties relevant to all members of staff**

- The ethos of the Trust is included within the strapline “Endeavour and Prosper” and its core value of ‘Respect’. All staff are expected to be committed to this ethos in everything they do and avoid any action that may be detrimental to the interests of the Trust.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- As a member of the Trust your role will be based at Heathside School. However, you may be asked to work at other schools within the Trust or partner schools and you should expect to travel between sites as required.
- Although this role is not a direct teaching role you are required to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.
- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.
- ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead

The job description and person specification are current at the date issued. The duties, responsibilities and accountabilities highlighted are indicative and may vary over time at the discretion of the Trust, in consultation with you, to meet changes to regulations or circumstances. These would be commensurate with the grade and title of the post. This job description is an integral part of the Appraisal and line management process.

**“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”**

Person Specification	Essential	Desirable	How Assessed
<b>Experience</b> Experience in administration or management of operations or staff	E		App/Int

Experience of working in an educational environment		<b>D</b>	<b>App/Int</b>
Working with people at all levels both internally and externally, committing support to the Senior Leadership Team	<b>E</b>		<b>App/Int</b>
Experience in formulating & implementing policies procedures and creating new systems and processes to develop efficiency	<b>E</b>		<b>App/Int</b>
<b>Skills, knowledge and abilities</b>			
Willingness to maintain up to date knowledge of a range of school policies and procedures	<b>E</b>		<b>App/Int</b>
Ability to manage safely classroom activities and student learning in accordance with behaviour policy and staff Code of Conduct	<b>E</b>		<b>App/Int/Ref</b>
Excellent ICT skills including Word, Outlook and Excel	<b>E</b>		<b>App/Int</b>
Effective written and oral communication and presentation skills	<b>E</b>		<b>App/Int</b>
Effective time management and organisational skills	<b>E</b>		<b>App/Int</b>
Ability to follow instructions and give advice	<b>E</b>		<b>App/Int</b>
Meticulous attention to detail & maintain high level of accuracy	<b>E</b>		<b>App/Int</b>
Ability to work on own initiative and under pressure to tight deadlines	<b>E</b>		<b>App/Int</b>
Ability to analyse, present and interpret data	<b>E</b>		<b>App/Int</b>
Ability to learn new skills and processes quickly	<b>E</b>		<b>App/Int</b>
Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and individual students' needs	<b>E</b>		<b>App/Int</b>
<b>Qualifications and Training</b>			
Good standard of education	<b>E</b>		<b>App</b>
Further or higher education qualifications relevant to post		<b>D</b>	<b>App</b>
<b>Personal attributes</b>			
Good interpersonal, presentation and communication skills, able to relate well and build good relationships with young people	<b>E</b>		<b>Int/Ref</b>
Responsible, calm, confident, professional and able to deal effectively with staff at all levels, providing challenge when appropriate	<b>E</b>		<b>App/Int</b>
Flexible, efficient, solution focussed and highly organised	<b>E</b>		<b>App/Int</b>
Sensitivity, diplomacy, integrity and awareness of confidentiality	<b>E</b>		<b>Int/Ref</b>
Resilient and self-motivated with a commitment to continued improvement and personal development	<b>E</b>		<b>Int</b>
Ability to work without supervision and a team player, able to motivate a team, delegate duties whilst promoting equality of opportunity, participation and diversity.	<b>E</b>		<b>App/Int/Ref</b>

**App** = Application

**Int** = Interview/Test

**Ref** = Reference

<b>Employee Name</b>		<b>Line Manager Name</b>	
<b>Employee Signature</b>		<b>Line Manager Signature</b>	
<b>Date</b>		<b>Date</b>	