



Kings Priory School

Job Description

Post:	Cover Co-ordinator
Salary:	Grade E – Point 10-14 - Depending on experience £27,694- £29,540 Full Time Equivalent £22,891-£24,416 Actual Salary
Hours:	37 Hours per week, Term Time only
Responsible to:	Senior Leader

All staff of Kings Priory School should:

1. Promote and support the distinctive Christian character of the School as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion.
2. Understand the concept of *in loco parentis* and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership.
3. Contribute to the whole professional life of the School which has successful teaching and learning as its core purpose supported by all staff contributing to Woodard's commitment to each student gaining meaningful enriching experiences.

JOB PURPOSE:

To allocate cover work to cover supervisors, ensuring classes are covered during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in-line with the school's policies and procedures.

Duties

Support for Cover Supervision

- Co-ordinate Cover Supervisors to ensure daily cover arrangements are delivered efficiently and effectively.
- Oversee the coordination of cover for staff absences, ensuring minimal disruption to learning.
- Communicate effectively with staff to organise cover schedules and resolve any issues that arise.

- Build relationship and liaise directly with external agencies to source supply cover where required, ensuring supply staff are appropriately vetted and prepared for teaching at KPS.
- Use excellent communication and organisational skills to manage time-sensitive cover arrangements.
- Record and monitor staff absence and communicate as appropriate with key stakeholders
- Support staff leave of absence process including communicating with stakeholders where appropriate
- Support the school's commitment to high standards of teaching and learning

Provide, where required, cover supervision as follows-

Support for Pupils

- Supervising work that has been set by teaching staff.
- Assist with the development and implementation of Individual Education Plans.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Occasional supervision of students in a non-classroom setting (playground, intervention room etc) as required by the school.

Support for Teachers

- Provide feedback to pupils in relation to progress and achievement.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Feedback progress to the teacher.
- Managing behaviour of pupils whilst they are undertaking this work to ensure a constructive environment, according to the school's behaviour policy.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Completing tracking sheets and information on pupil attendance and rewards.

Support for the Curriculum

- Support the use of ICT where appropriate.
- Support students in understanding literacy and numeracy tasks.
- Make appropriate use of equipment and resources.

Support to Pastoral

- When not required for cover, assist the pastoral team in responding to call outs, monitor the corridors and escort students to lessons, following the behaviour for learning policy.

Support to the Examinations

- Assist in the preparation and setting up of examinations.
- Provide invigilation support during external exam periods
- Assist in training and induction of invigilators

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Assist with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required 1.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Recognise own strengths and areas of expertise and use these to advice and support others.