



<u>Job Description:</u>	Cover Officer
<u>Team Leader:</u>	Data and SIMs Manager
<u>Purpose of the Post:</u>	To co-ordinate the emergency and planned cover of absences for staff
<u>Pay Range:</u>	Scale 5 FTE
<u>Time Allocation:</u>	30 hours per week 7.00 a.m. - 2.00 p.m. Term time only

Key responsibilities:

- To work under the guidance of the Senior Leadership Team to provide cover for planned and unplanned absences of teachers within the agreed system of cover.
- To dynamically evaluate and implement changes to cover as required on a daily basis.
- Arrange and communicate day-to-day changes in staffing and rooming and any relevant staff absences where/when necessary.
- To plan advance supply cover needs and liaise with staff who are allocated to cover, supply teachers and agencies.
- To liaise with the Senior Leadership Team timetabler to ensure that any long-term supply needs are effectively and efficiently covered.
- To ensure that the correct process and approval is in place for all staff absence requests before passing to Headteacher's PA for approval.
- Use the school database, SIMs, to keep a record of staff absence and provide accurate reports from SIMs as required.
- To oversee the banked cover system for teachers.
- To prepare the duty rota, on-call rota and wet room/safe room rotas.
- To update the school calendar with all events and activities throughout the year, liaising with the Office Manager.
- To support and plan supervision cover where appropriate.



- To organise, coordinate and liaise with the Exams Officer, Head of Departments, teachers and the SENCO to plan the re-rooming of lessons due to the accommodation of mock, end of year and public exams.
- Ensure appropriate cover work is supplied by teachers/Heads of Departments and departmental technicians.
- Buy in additional ad-hoc cover staff as required.
- To supervise the arrival of supply teachers including providing/organising a welcome briefing, supplying the Cover Staff pack and ensuring all paperwork is in order re safeguarding etc.
- To ensure costs of supply teachers are recorded and to liaise with the CFO regarding the monitoring of the supply budget.
- To work with the Senior Leadership timetabler and CFO to ensure that all engaged agencies comply with the Government Commercial Agency's (GCA) supply teacher framework and ensure all necessary documentation is completed.
- Any other duties as directed by the Team Leader and/or SLG.