

JOB DESCRIPTION

Job Title: Cover Supervisor

Responsible to: Cover Coordinator

Grade: JG5 (FTE £26,421 to £29,777)

Contracted Hours: 37 hours per week: 7.30am to 3.30pm (3.00pm on Friday). Term time only + INSET

Contract Duration: Permanent

Purpose of the Role

To administer and support the cover function. The successful candidate will keep accurate and up to date records of staff absence, book cover and supervise classes as required under the guidance of the Cover Coordinator and Deputy Headteacher.

Main Responsibilities

- Supervise classes in the absence of the usual class teacher, under the direction of the Cover Coordinator and Deputy Headteacher to include:
 - Take charge of a group or class of students in the short-term absence of their usual teacher
 - Supervise students engaged in learning activities that have been pre-prepared by their usual teacher
 - Register attendance in accordance with Academy policy
 - Give instructions for the session as provided by a teacher/pre-set instructions and maintain good order ensuring a positive and calm learning environment
 - Promote the inclusion and acceptance of all students in the classroom
- Support the effective administration of the cover process, to include:
 - Answering the cover phone/voicemails at 7.30am each morning to receive information of all unplanned absences
 - Recording all pre-planned and last minute absences on Academy software and systems, informing the necessary line managers and Cover Coordinator of any issues
 - Book teaching supply (in advance and on the day) to cover staff absences as necessary.
- Administer the supply process; welcome and support daily supply teachers, to include:
 - Ensure pre-employment clearances are received before supply staff arrive onsite, keeping records of incoming supply teachers to log on the Single Central Record
 - Welcome new supply teachers: share assignments, computer logins, cover work, directions and necessary information under the guidance of the Cover Coordinator
 - Provide information and training on the Academy systems and processes to supply staff.
- Administer room bookings and re-rooming requests for day to day changes, staff requests, exam room closures and planned Academy events
- Support the Cover Coordinator and Academy staff with the organisation and coordination of Academy events
- To maintain comprehensive, computerised and paper-based cover and supply records
- Provide accurate ad-hoc reports and information to staff as required.

General Responsibilities

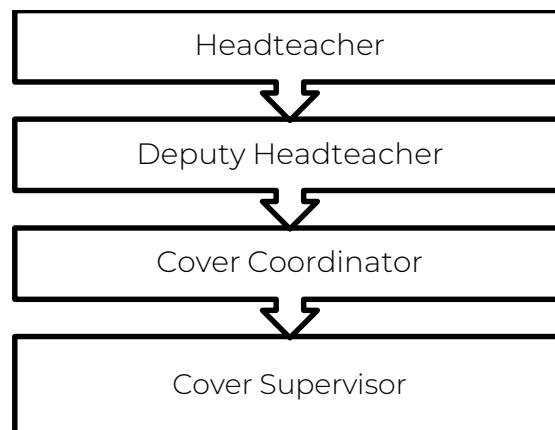
- To undertake any other duties, directed by your line manager, which are commensurate with the grade of the post to support the operational activities of the Academy
- To be aware of and understand the Academy's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.

- To be responsible for your own health and safety and that of your colleagues, in accordance with the health and Safety at Work Act (1974), relevant directives and Academy policies.
- To ensure compliance with the Academy's safeguarding policies
- To work in accordance with the Data Protection Act.

Working Relationship & Contacts

- To develop and maintain constructive working relationships with other professionals.
- To develop and positive relationship with the Academy staffing community.
- To liaise with staff, students, external agencies and suppliers where necessary.
- To liaise with outside agencies

Structure



Further particulars & information

Contract Duration: Permanent

Confidentiality: Some of the work undertaken within the Academy is of a highly confidential nature. The post-holder must at all times maintain confidentiality and work within the Academy's data protection parameters.

Annual PDR: All staff undergo an annual and interim performance development review as part of performance development at Churchill Academy & Sixth Form.

The above duties are not an exhaustive list and some changes to the job description and duties may occur. For any further information please contact HR@churchill-academy.org or call 01934 852771 and ask for HR.

PERSON SPECIFICATION – COVER SUPERVISOR

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A qualification in Literacy and Numeracy equivalent to GCSE Grade A* to C, or Level 2 on the national vocational framework 	
Experience	<ul style="list-style-type: none"> • Recent experience within an administration environment 	<ul style="list-style-type: none"> • Experience working within in a secondary school/Academy
Skills and Abilities	<ul style="list-style-type: none"> • Good IT Skills using MS Office including Word and Excel • Confidentiality • Strong team-working skills • Strong interpersonal skills and the ability to maintain excellent working relationships with colleagues • Excellent communication skills both orally and in writing • Good time management skills • Ability to work under pressure and to tight deadlines within a fluctuating environment • High level of accuracy 	
Personal characteristics	<ul style="list-style-type: none"> • Approachable and friendly • Highly organised • Ability to multi-task • Enthusiastic, resilient, flexible and patient • Ability to work with initiative • Commitment to the provision of a high quality service • A commitment to continuous professional and personal development and improvement 	

Churchill Academy is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced Disclosure & Barring Service clearance, pre-employment medical check and satisfactory references.