

**DEPARTMENT: COVER**

**DESIGNATION:**   **COVER CO-ORINATOR**

**RESPONSIBLE TO: VICE PRINCIPAL**

**POST GRADE: LEVEL 6**

**NAME:**

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| **Main Purpose of the Post** |
| To provide effective and efficient arrangements for Cover across the Academy.   * Ensure all classes have an appropriate teacher. * Support in the management of teaching cover for sickness, courses, meetings, trips, visits and interviews etc. |
| **Core Responsibilities, Tasks and Duties** |
| 1. **Cover**  * To work with the Principal in taking the absence calls. * Liaise with the SLT/Principal/Principal’s PA regarding long term absence and planned trips/course/medical appointments etc. * Become the point of contact, building professional relationships with external agencies to access cover and supply staff. * Maintain an up-to-date forward diary using the MIS system (Arbor). * Organise the required cover daily. * Meet & Greet Cover Supervisors/Daily Supply Teachers to provide daily timetable and all required information. * Ensure supply staff are aware of the Trust /Academy ways of working. * Support Cover Supervisors with queries and liaise with external agencies. * Keep abreast of changes to Arbor and school curriculum to ensure efficient service is provided. * Participate in training and other learning activities, as required. * Ensure that all confidential or sensitive material is handled appropriately and accurately. * Maintain the HR supply staff register ensuring all checks are completed and recorded accurately. * Offer guidance, resources, and support to Supply Staff when covering lessons. * Support with administration tasks required to support the lesson needing cover. * Liaise with regular teaching staff to ensure a smooth transition and provide feedback on student progress and behaviour. * To support with administration duties when not required for cover during the working day at the direction of the PA/Administration Manager. * Any other reasonable task requested from the Principal/Administration Manager.  1. **Health and Safety**  * Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.  1. **Professional Accountability**  * The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives.  1. **Safeguarding**  * Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.  1. **Equalities**  * Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation. |
| **Declaration** |
| **The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.**  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



**PERSON SPECIFICATION**

**APPOINTMENT OF:** **COVER CO-ORDINTAOR**

**DEPARTMENT:**  **COVER**

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| **Minimum Requirements** | **Measured by:**  **A) Application**  **B) Test/Exercise**  **C) Interview** |
| **QUALIFICATIONS/TRAINING:**  **It is essential that the post holder has:**   * Educated to at least GCSE level 4/C, or equivalent, particularly   in English and Mathematics   * Evidence of continued, relevant professional development | **A** |
| **EXPERIENCE/KNOWLEDGE**  **It is essential that the post holder is/has/can:**   * Knowledge and experience of whole academy procedures, organisation and structure. * Conversant with school management systems including   Arbor and SAM People  **It is desirable that the post holder is/has/can:**   * Previous experience of working in a school environment   within administration. | **A & C** |
| **SKILLS AND ABILITIES**  **It is essential that the post holder is/has/can:**   * Highly effective written and verbal communication skills –   the ability to compose letters accurately.   * Ability to work on own initiative and make decisions. * Ability to work as a member of a collaborative team. * Excellent organisational and planning skills. * Ability to relate to all personnel and children within the   Academy environment.   * Ability to approach all confidential matters with discretion, sensitivity and diplomacy, preserving the integrity of   academy information and complying with the requirements  of GDPR.   * Commitment to high standards and continuous improvement * Ability to establish a positive ethos and sense of   high achievement for all.   * Highly developed interpersonal and communication   skills including the effective use of ICT.   * Strong negotiating and influencing skills. * Ability to meet challenges successfully. * An openness to challenge, risk-taking and creative ideas. * Can empathise with the needs of students, parents and staff   in a firm, consistent manner.   * The ability to command respect from students, staff and parents; * The ability to understand, analyse and make effective use of   a range of data.   * Dynamic. * Positive and optimistic. * Pragmatic. * Proactive. * Resilient when working under pressure. * Team player. | **C** |
| **ADDITIONAL FACTORS:**  **It is essential that the post holder has:**   * An ability to fulfil all spoken aspects of the role with confidence through the medium of English. * A commitment to undertake First Aid training. * A willingness to undertake appropriate training. * A commitment to maintain high customer care standards. * Awareness and sensitivity with regard to equal   opportunities and race equality. | **C** |