



JOB DESCRIPTION

COVER COORDINATOR / SUPERVISOR

Job Title:	Cover Coordinator/Supervisor
Reporting to:	This post holder reports to the Vice Principal
Hours of work:	Monday to Friday; 7am to 3.00pm, Term Time Only Plus INSET Days
Role Purpose:	

This role is first and foremost, responsible for the coordination of cover for Turner Free School. You will work closely with the Executive Principal to arrange both pre-planned cover and on the day absence to ensure continuity of learning. There will also be an expectation to carry out some element of cover yourself.

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- To coordinate cover for the home school in which the post holder works, in conjunction with the other Cover Supervisor in the team, ensuring continuity in teaching and learning and supporting the delivery of learning experiences;
- To cover short-term absences whether known in advance or unexpected
- To cover on other occasions as directed by Line Manager when necessary
- To actively seek work within the allocated phase (or wider school) when not required to cover absence
- To work with teachers as part of a professional team to support learning activities for classes.
- To promote a community of learners with purpose and passion while modelling the of Turner Schools "Walk The Turner Talk" values in all aspects of the role.

Responsibilities:

- To organise and coordinate the arrangement of teachers and supply staff with recruitment agencies at the start of the day;
- To be a point of contact for queries relating to cover during the school day, in conjunction with the Vice Principal;
- To process timesheets and invoices relating to agency cover staff;
- To ensure cover staff are provided with access to the registers and relevant cover work and materials and provide assistance to cover staff in the event that cover work is not available;
- To liaise with recruitment agencies and HR to resolve any issues that arise with agency cover staff;
- To maintain a log of allegations against agency cover staff;
- Cover lessons in the event of teacher's absence, following the lesson plans and delivering Cover work provided.
- Implement the trust behaviour policy where needed, using the system of Bromcom effectively.
- Support agency staff at the school, aid with setting up their laptops and providing them with guidance information.

- Complete learning walks when available to check supply have the equipment they require and support them with behaviours/classroom management where needed.
- Provide training workshops on IT software for Supply when there has been an issue highlighted.
- Maintain a high standard of behaviour in cover lessons using Trust behaviour policies and routines.
- Provide feedback to and raise with teachers whose lessons are covered.
- Ensuring you are prepared beforehand, that work has been provided and you have the equipment required to complete the lesson without disruption.
- Have a good working relationship with staff across the School.

Other Duties, Personal Qualities and Attributes:

- To work on continually improving the quality of teaching and learning through participating in programmes of support, participating in appropriate professional development as provided by the Trust or external providers and participating in performance management;
- To model and maintain high standards of conduct and behaviour;
- To promote team spirit, and a safe and healthy working and learning climate;
- To serve as an ambassador for the Trust and the school;
- To ensure the achievement of our ethos, aims and objectives;
- To manage relationships with all key stakeholders, including the immediate community, parents and governors;
- To model exemplary conduct, encouraging all adults and pupils to interact positively beyond school, both in the community and later in further education and the workplace;
- To play a key role in contributing towards the vision and culture, and competitive sporting activities so that we are nurturing bodies as well as educating minds.
- Carry out other roles and tasks as reasonably requested by Line Manager
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



Turner Expectations

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.

Acceptance:

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....