

Senior Cover Supervisor Job Description

Dealing with unplanned sickness and absences:

1. Receive phone calls/texts from staff calling in sick from 6.30am
2. Complete an absence form for staff and add absence details onto Sims on their first absence and their return.
3. Advise the relevant managers of any absences, by text or phone, as follows:
 - Primary teachers and support staff - Luke Hanna or Annette Thompson
 - Secondary teachers - Louise New (Assistant Head) and Head of Department
 - Secondary support staff - Cathryn Halton
 - Administration and minibuss staff - Gay Grimwood
4. In discussion with relevant managers, call agency staff when necessary.

Applying and managing cover

1. Adding unplanned cover to Sims and appointing cover staff to cover lessons
2. Informing staff in plenty of time of their cover lessons
3. Displaying the daily cover list in the staff room
4. Monitoring cover and ensuring that staff have a fair distribution of cover to do
5. Keeping the Louise New and Business Manager informed on a weekly basis of cover and expenditure.
6. Ensuring that all staff complete a 'planned cover' form when necessary
7. Adding planned cover to Sims and monitoring the cover diary
8. Liaising with Louise New on all issues of cover on a regular basis.

Delivering cover lessons

1. The planned work is delivered in accordance with the teacher's instructions.
2. Registers are taken
3. The seating plan for that lesson is adhered to
4. Learning objectives and instructions are written clearly on the board
5. The school behaviour policy is adhered to in all lessons
6. Feedback given to the teacher on their return

Working with Agencies and their staff

1. Meeting and briefing agency staff and providing them with their cover pack and details of the day
2. Maintaining good relationships with agencies and developing new links
3. Completing time sheets for agency staff and keeping Sims up to date.
4. Ensuring that we are getting value for money and monitoring the supply budget and expenditure.