

JOB DESCRIPTION

Lead Cover Supervisor

Job Purpose

Responsible for organising and providing high quality classroom cover for absent teachers and leading a team of Cover Supervisors; the accurate and timely recording and reporting of staff absence and liaison with external supply agencies; and the delivery of set learning activities to students.

Key Responsibilities

- Ensure that the school's cover needs are met and that cover is organised effectively and efficiently each morning using SIMS.
- Record staff absence accurately and maintain records for all types of leave e.g. compassionate, dependant leave etc.
- Inform the leadership team and HR Officer of staff absences on a daily basis and provide additional information as requested.
- Line manage a team of Cover Supervisors, ensuring they have the necessary equipment, training and information to carry out their role.
- Deploy the Cover Supervisor team effectively, working to their strengths and skill sets to ensure high quality provision for students.
- Contact and arrange supply teachers where necessary to cover short-term absence ensuring all relevant checks are in place
- Ensure that the use of teaching staff is in line with 'rarely cover' guidance and report any problems arising.
- Induct and support any new cover staff and regular supply teachers and undertake performance management for the cover team.
- Be the key point of contact for staff with any issues regarding cover supervision.
- Cover lessons or on-call sessions as required. This includes supervising work that has been set by the teacher, managing the behaviour of students, responding to any questions and collecting in completed work.
- Assist in preparing resources and technology used within the learning environment.
- Produce and maintain the break duty rota and undertake break duty when required.
- Develop and maintain the school's supply teacher arrangements ensuring value for money and that agencies and individual supply staff used are aware of our requirements and procedures.
- Record hours of work by supply staff and authorise timesheets in line with agency deadlines.

- Develop a bank of high cover work for lessons in liaison with Heads of Department.
- Liaise with the Examinations Officer regarding use of rooms during examination periods.
- Liaise as necessary with the HR Officer to ensure long-term absences or vacancies are covered.
- Provide the leadership team with data on the amount of supply cover required and the use of supply teachers as and when needed.
- Participate in training and other learning activities as required.

Skills and Experience

The successful candidate will ideally:

- Be resilient under pressure and able to work flexibly in a fast-paced environment.
- Have high level organisational skills and be able to plan and delegate effectively.
- Be able to lead, develop and motivate a team of staff.
- Have excellent IT skills, with previous experience of using SIMS and the ability to produce data reports in Excel.
- Be a team player, with excellent interpersonal and communication skills and the ability to develop good relationships with students, colleagues and external agencies.
- Have previous experience of working with young people and supporting them with their learning.
- Hold a minimum of GCSE English and Mathematics at C Grade (or equivalent).