

Job Description

Post: Cover Coordinator

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Collate and coordinate requirements for cover / supply for in the academy.
- Work with members of staff at the academy to ensure appropriate cover is provided by academy staff, where possible.
- Use approved supply agencies to cover periods of teaching and learning with appropriately experienced / qualified agency workers where cover cannot be provided by academy staff.
- Ensure that any agency workers attending site have had sufficient checks undertaken by the agency, in line with the safer recruitment requirements of the latest version of Keeping Children Safe in Education.
- Coordinate the use of academy staff and agency workers to cover required periods ensuring best value and within the set budget.
- Cover lessons in the absence of the timetabled teacher.
- In accordance with set cover work, deliver lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated in order to maximise the academic potential of all students.
- Ensure that the resources required to effectively deliver the covered lessons are available.
- Promote and maintain discipline in accordance with the rules and behaviour policy of the academy.
- Provide feedback that moves learning forward.
- Ensure that homework is set, where appropriate, and monitored.
- Manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- Collect completed work at the end of the lesson and return it to the appropriate teacher / subject leader.
- Provide objective and accurate feedback to the appropriate colleague on student conduct and work completion within the lesson.
- Support individual students or small groups, including those with individual needs, as identified by the subject leader.
- Supervise students on visits, trips and out of school activities.
- Maintain records as requested by the subject leader.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in the academy professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.