



Lead Cover Officer

Team:	<p>Learning Resource Team</p> <p>This role is also part of the Operations Team at Wilson's School, which consists of all support, technical and administrative staff members.</p>
Performance Reviewer:	<p>Member of the Leadership Team</p>
Hours of work:	<p>30 hours per week, across up to 190 days (38 weeks) per annum, through the school's term time.</p> <p>Standard working day of 7.30am to 1.30pm Monday to Friday, with no break. <i>(Alternative working hours (including full time, term time) may be considered)</i></p>
Place of work:	<p>Wilson's School, Mollison Drive, Wallington, SM6 9JW</p>
Key Purpose:	<p>To be responsible for organising and supporting the provision of cover for absent teaching staff, managing, leading and training the team of cover supervisors and quality assuring cover provision, liaising with senior staff as required</p>
Detailed Job Description (Duties & Responsibilities):	<p>Arranging and Monitoring Cover</p> <ul style="list-style-type: none"> • Making arrangements in advance for cover of teaching staff where absence is known in line with the requirements of the Standard Teachers Pay and Conditions Document (STPCD). • Monitoring the absence line and contacting cover supervisors to make arrangements for covering lessons and registration periods on the day, liaising with members of the Leadership Team as required. • Liaising with Heads of Department and Heads of Year about cover requirements and cover arrangements. • Liaising with the Leadership team to make arrangements for covering staff break, lunch and after school duties, liaising with members of the Leadership Team as required. • Ensuring record for cover arrangements are fully and accurately represented in the school's Management Information System (MIS), to

ensure careful distribution of unplanned cover across the teaching staff, in keeping with the requirements of 'rarely cover' outlined in the STPCD

- Managing room changes and room bookings and recording these in the school's MIS, liaising with senior leaders, Heads of Department and Heads of Year as appropriate.
- Ensuring communication of staff absence to relevant staff members.
- Monitoring the provision and quality of cover work supplied by absent staff, liaising with Heads of Department as necessary to ensure clarity for cover supervisors and that suitable work has been set for pupils.
- Maintaining the cover work folder on SharePoint, removing files that are no longer needed and ensuring that files in use are well-organised and accessible to relevant staff.
- Liaising with the HR Officer, PA to the Head and Senior Leaders and other relevant staff to ensure staff absence records are accurately maintained, ensuring appropriate discretion and confidentiality.

Leading, Managing and Training the team of Cover Supervisors

- To be a role model to staff and pupils, leading by example in providing the highest quality cover supervision.
- Co-ordinating the process of feedback from cover supervisors to absent teachers and/or Heads of Department, exercising professional judgement as to the timing and content of such communication.
- Developing and delivering a training programme for cover supervisors, both to fulfil induction needs and to develop existing members of the team
- Quality assuring and appraising the work of the Cover Supervisor team, for example by observing supervision and providing feedback.
- Taking a leading role in the recruitment and induction process for new cover supervisors, ensuring that individuals joining the team feel well-supported and have a clear understanding of the expectations of their role.
- Assisting members of the Leadership Team in monitoring the standards of cover supervision across the team, exercising professionalism in doing so.

Pupil Supervision

Providing cover for teaching staff who are absent, including (but not limited to):

- Promoting the ethos and values of the school, maintaining at all times a scholarly environment.
- Ensuring standards of behaviour are high and the School Code of Conduct is adhered to by adopting a confident, clear, firm and respectful approach.
- Delivering instructions for tasks to pupils (as provided by the absent subject teacher or Head of Department), keeping pupils on task and responding to general queries.
- Providing objective and accurate feedback to the teacher on the conduct of the lesson.

Team Responsibilities:

The School's motto is 'Not for oneself but for all'. All members of staff should embody this in their day-to-day support of education at Wilson's

School and through contributions to the wider life and ethos of the school. The behaviours below refer to your role in the Learning Resource Team and as a member of the wider Operations Team:

- Adopt and project a positive, professional, 'can-do' attitude with all stakeholders. Appreciate and support the role of other professionals, establishing constructive working relationships.
- Enable and support effective communication and information flow across the team.
- Work with efficiency, liaising with others as necessary about your progress, prioritising tasks to meet agreed deadlines.
- Seek to solve problems as they arise.
- Adopt a collaborative and flexible approach, accepting that systems, structures and routines must flex to support educational provision. Expect to assist other members of staff with tasks and duties in order to promote effective teamwork.
- Provide cover for absent colleagues within the Cover team as and when required.
- Support, as required, significant events within the School, including (but not limited to):
 - Entrance examinations and Aptitude tests
 - Open events
 - Public and internal examinations
 - Book return
 - Visits
 - Prizegiving
 - Founder's Day
 - Responses to major incidents

When this involves work outside of normal working hours, notice will be given and appropriate recompense offered, typically either via time off in-lieu or overtime payment (to be determined at the discretion of the Executive Head).

All members of the Operations Team are responsible for ensuring that relevant School operations can continue effectively during holiday periods, even if they do not work at these times.

Training and Development:

- Take proactive steps to stay up to date with legislative and regulatory requirements relevant to the role.
- Participate in training and other professional development activities provided by the School.
- Take responsibility for own professional development, identifying and closing gaps in knowledge, understanding and skills. Seek out and undertake training as appropriate for the role.
- Engage actively in the performance management process, addressing appraisal targets set in conjunction with the Performance Reviewer.

General Professional Standards:

- Be familiar with and promote safeguarding and child protection requirements, including *Keeping Children Safe in Education* and the School's Safeguarding and Child Protection Policy and procedures.

- Play a full part in the life of the School, supporting its ethos and values and ensure colleagues and pupils adhere to the School's expectations.
- Be receptive to any reasonable request from a manager to undertake work or other duties of a similar level that are not specified in this job description.
- Ensure all interactions with colleagues, pupils and others are professional and courteous, building relationships based on mutual respect and positivity.
- Promote equal opportunities and celebrate diversity in all aspects of the School and its community.
- Be aware of and comply with the School's policies and procedures, in particular those relating to staff conduct, pupil conduct, safeguarding, staff absence, staff dress code, health, safety and security, confidentiality and data protection.
- Maintain high standards in attendance and punctuality.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified here and you may reasonably be expected to undertake work or other duties of a similar level that are not specified in this Job Description.

This Job Description will be subject to periodic review. It may be subject to modification by Senior Leaders at any time in consultation with the postholder.