

Job Description - Operations and Cover Co-ordinator

The Futures Trust and Barr's Hill School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Deputy Headteacher responsible for Cover
Grade	5 (pro rata salary £19,164 - £23,966)
Hours	37 hours per week term time only plus one week (39 weeks) (8am start daily)
Location	Based at Barr's Hill School <i>with a requirement to travel to undertake work at or for academies within the Trust</i>

Job Purpose

Suitable for a colleague wishing to progress to teacher training and obtaining QTS in the future

To deliver and organise cover; working with departmental teams and supervising students in the absence of teachers, supporting the organization and deployment of cover resource for daily cover and changes to the timetable such as revision crash.

Duties and responsibilities

- Co-ordinate the School's cover system, including managing the School's absence reporting line and pre-arranged leave of absence system
- Support with the daily strategic deployment of cover resource and with the organisation of external supply teachers including their daily induction.
- Notify the School's HR Manager and relevant staff of absence as necessary and liaise with approved external supply agencies to request supply teachers.
- Input relevant data into SIMS and the School's payroll and HR Management Information Systems.
- Work with the School's HR Manager to ensure that staff from supply agencies and external agencies are subject to the required safeguarding checks, including carrying out and maintaining records of identity and vetting checks.
- Deliver an appropriate level of induction to supply agency staff, including the provision of safeguarding, behaviour management and health and safety information.
- Ensure that both hard copy and electronic filing systems are updated, maintained and kept secure in accordance with the Data Protection Act
- Lead responsibility for working with colleagues to ensure the implementation of the School's Visitor Management policy
- Provide advice and guidance to colleagues regarding the Visitor Management process
- Liaise with external agencies to ensure relevant safeguarding and vetting information has been received for individuals prior to them visiting the school
- Ensure that Safeguarding Policies and Procedures are adhered to at all times, including Keeping Children Safe in Education
- Work with relevant colleagues to maintain the school's Approved Visitor List
- Produce reports as required to facilitate monitoring, planning and decision making.

- Support with operational needs of school events including room changes, crash timetables, internal and external events.
- Lead the weekly operations group meetings to ensure school events are well planned.
- Collate external cover spreadsheets weekly for finance.
- Liaise with finance to ensure an accurate cover budget.
- Undertake medium and long term strategic planning of cover resource to facilitate targeted changes to the school timetable such as revision crash.
- Supervise classes and to undertake work/activities that have been set by teachers including taking the register, introducing and closing the class.
- Be responsible for interpreting, presenting and delivery of quality lessons to students in a way that complements the school ethos on teaching and learning.
- Maintain good order and discipline amongst the students in line with the school's Behaviour Policy to ensure a positive learning environment.
- Encourage the young people to interact and work co-operatively with each other and engage all students in activities.
- Respond to any questions from pupils about processes and procedures.
- Deal with any immediate problems or emergencies in accordance with school policy.
- Establish communication links with the appropriate teacher to ensure continuity is maintained for the pupils.
- Collect completed work after the lesson and return it to the appropriate teacher.
- Report back to the appropriate person on any issues arising.
- Supervise students in the Learning Support area, or in class, as and when time allows and when not on cover duty.
- Undertake targeted intervention teaching of groups of students when not on cover duty.
- Supervise examinations as directed.
- Provide general resource support to curriculum departments and hub directors as required and when not on cover duty.

Line management

None

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Operations and Cover Co-ordinator are up to date, including taking part in all appropriate INSET (in-service training) activities and undertaking professional training related to the post as directed by the School.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Chris Jupp, Headteacher

Date: March 2022