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**HASMONEAN MULTI-ACADEMY TRUST**

**JOB DESCRIPTION**

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| **TITLE:** | Cover Person  |
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| **SCHOOL:** | Hasmonean High School |
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| **RESPONSIBLE TO:** | Cover Supervisor / Head of Operations |
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**PURPOSE OF POST:**

To provide cover for classes at both Girls’ and Boys’ School / To provide cover within Admin and Student Services and will include first aid. When not covering you will be seated in the Student Services area.

**PRINCIPAL RESPONSIBILITIES:**

To cover lessons at the Girls’ School and Boys’ School

To take the register on Bromcom at the start of a lesson

Establish the boundaries and guidelines for class behaviour, in line with the schools policies and procedures

To distribute any cover work that has been set by the absent teacher

To make sure that the class fully understands what is expected of them in the lesson and the requirements of the cover work, if set

To manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment with the minimum amount of disruption

Help any pupils that have questions about the work they are expected to do in the lesson

To deal with any immediate problems or emergencies according to the school’s policies and procedures; if necessary to call the duty teacher for further back up or help

At the end of the lesson collect any completed work if it is required to be returned to the class/subject teacher

Report back if appropriate, if familiar with Bromcom use this to post any positive or negative referrals relating to the behaviour of pupils during the class, and any issues arising and report any such feedback, if made, to the appropriate teacher

Cover for the Cover Supervisor in his absence

**Administration Duties**

To provide administration support for Girls’ School in the form of answering incoming calls, using own initiative to deal with general queries.

To deal with messages and / or pass on messages.

Meet and greet visitors to the school.

Covering Student Services Officer during her absence (this will include first aid)

To assist with processing the outgoing post for both schools

Assisting with exams if required

Other general office duties.

**CONTEXT:** All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carryi**n**g them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post.  It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the CEO

This job description does not form part of the contract of employment.  It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Issue date: November 2021**