

Cover Coordinator

All School
Job Description

Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry

Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

General Description

- Reporting to the High School Principal and working in close collaboration with the division Assistant Principals, the Cover Coordinator is responsible for scheduling cover for all Primary School, Middle School, and High School Teachers.
- This is a part-time position with a 50% of full time allocation

Responsibilities

- Organise and communicate with teachers and cover teachers for anticipated and unexpected teacher absences (e.g. sickness, outdoor education trips, planned medical leave, professional development, etc.) before and at the start of the school day, ensuring every classroom has a teacher to conduct lessons
- Manage and assign teachers from the internal rotation list for covers when required
- Communicate and share cover lesson instructions, materials and links
- Handle complex and challenging cover schedules
- Maintain records of teacher absences and of the use of relief teachers
- Keep payment records for cover teachers and coordinate with HR regarding timesheets to be used for monthly payments
- Prepare reports including internal cover statistics and staff absences
- Undertake other administrative duties as may be needed if cover work is completed within the specified hours

Required and Preferred Qualifications

- Experience working in a school environment preferred
- Excellent communication, organisational and administrative skills
- Must be organised, meticulous with an eye for detail
- Able to work cohesively in a team-based environment as well as independently
- Proactive self-starter with a high degree of flexibility
- Proficient in the use of technological tools such as the Mac
- Platform, Google Suite, and collaborative software such as google calendar and event planning
- Ability to learn new skills and procedures quickly and with ease
- Please refer to [ISZL's Candidate Profile](#)

Compensation

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

Application Process

- Submit one PDF with a letter of interest and CV via the application link found in the Employment section of ISZL's [website](#)
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Key ISZL Reference Documents

- [Guiding Statements](#)
 - [Learning Principles](#)
 - [Inclusion Policy](#)
 - [ISZL Teacher Candidate Profile](#)
 - Visit the Employment section of ISZL's [website](#) for more information
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Child Protection

ISZL is committed to the use of the International Task Force on Child Protection screening and assessment practices for schools for all hiring processes. ISZL takes very seriously its responsibility for safeguarding our students against abuse and neglect. All staff and other adults associated with ISZL are expected to share this commitment and to immediately report any concerns regarding a student's safety or wellbeing.