

JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed		
Position Title	Sub Coordinator	Date: 161202
Function/Department	Superintendent Office	Location: Stamford
Manager Name & Title	Superintendent / Deputy Superintendent	
Position Type	Permanent	
Position Status	Full Time	
Position Objective		
<p>The Sub Coordinator organizes and coordinates sub teachers and sub teaching assistants coverage as required for the effective and smooth running of the School's day-to-day Operations.</p> <p>To manage and provide support in the scheduling of Sub teachers & teaching assistants through liaising with the external individuals or with internal covers.</p> <p>The Sub Coordinator is required to keep daily contact with teachers and teaching assistants, also liaise with the Administrative staff on a regular basis. Responsibilities will include keeping accurate records of staff absences and sub deployment, running of databases, preparing of end of month timesheets for payroll and general administrative duties.</p>		
Responsibilities		
<p>The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third part services.</p> <ul style="list-style-type: none"> • The following responsibilities to be worked in conjunction with the Sub Coordinator Assistant • Organizing sub teachers and sub teacher assistants on a daily basis • Screening of suitable sub teachers and sub teaching assistants applicants for interviews by the divisional Directors / Principals • Coordinating and training of sub teachers and sub teaching assistants on a quarterly basis • Creating, maintaining and updating of the 'Sub Teaching' handbook to a high standard • Coordinating and maintaining the integrity of sub teachers' and sub teaching assistants' information with the Human Resources department • Creating and maintaining the integrity of the sub teachers' and sub teaching assistants' attendance database • Creating and maintaining the sub teachers' and sub teaching assistants' absence records • Liaise with relevant stake holders (e.g. HR, PTA & Teachers) for the background checks • Periodically evaluating the effectiveness of the sub teachers and sub teaching assistants • Actively recruiting sub teachers and sub teaching assistants by creating appropriate advertisements for various print and digital media • Direct and evaluate the Sub Coordinator Assistant on a regular basis 		
Position Requirements		
<ul style="list-style-type: none"> • Excellent oral and written English is required • Ability to multi-task • Very organized, eye for detail 		

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<ul style="list-style-type: none"> • Good interpersonal skills • Ability to work under pressure and use of initiative is essential • Experience in working in a school is preferable • Excellent IT skills with advance Excel skills • Strong references needed • Good attendance record • Ability to effectively train sub teachers and sub teacher assistants 														
Qualifications														
<ul style="list-style-type: none"> • Diploma 														
Contacts														
<ul style="list-style-type: none"> • Sub Coordinator Assistant • Superintendent and Deputy Superintendent and Directors / Principals • Sub Staff • Other Stamford Teaching and Non-Teaching Staff 														
Working Conditions														
<ul style="list-style-type: none"> • Duties performed within a school environment. • Will be required to work independently and as part of a collaborative team effort. • Hours of work are from 6.00am – 10.00am and 6.00pm to 10.00pm (8 hour work day) – split between home and the Sub Office 														
Terms of Employment														
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