Cover

Setting up Staff, Named Intervals and Working Patterns

For a member of staff to be recorded as absent in Cover, or for a staff member to be assigned to cover as an additional resource for a lesson, they must be recorded in Personnel so that their information is available through **Focus | Person | Manage Classroom Staff**.

Each person must be given one or more appropriate **Staff Roles** and made a member of the relevant organisation, i.e. the school and/or a supply or self organisation. Members of staff to be used in Cover must belong to at least one organisation.

Organisations can include the school, supply agencies and individuals working independently as supply teachers.

Staff Code - Each member of staff is assigned a unique identifier. This is used to represent individual staff members in the Cover Diary.

Subject(s) - Identify any subject specialisms taught by the member of staff.

Cover Option - It is essential that members of staff who will be used for cover are designated as **Provides cover** or **Cover Supervisor**. If **Does not provide cover** is selected here, the staff member will <u>not</u> be available for selection in the Cover Diary.

The information in the **Basic Details** panel is drawn from the **Focus | Person | Staff** area and cannot be changed here.

Role(s) - The roles assigned to a staff member are used as a filter when browsing the list of **Available Staff** in the Cover Diary.

Organisations panel - A staff member's association with an organisation, and the working pattern defined for each organisation, determine their general availability in the Cover Diary.

Adding/Editing Working Patterns

An organisation representing the school is created automatically by SIMS. Each staff member should be made a member of the school organisation and given a working pattern within it, if they are regularly available for classroom duties (either because they are on the timetable as full-time or part-time teachers or because they regularly attend lessons, e.g. as a Learning Assistant).

NOTE: A member of the school organisation cannot be assigned to cover outside the times of their working pattern (unless they are also supply staff and have a booking).

1. Select **Focus | Person | Manage Classroom Staff** to display the **Find Classroom Staff** browser.

2. Search for and select the required member of staff to display the **Classroom Staff Details** page.

3. Click the **Add** button in the **Organisations** panel to display the **Organisation Details** dialog.

In this example, Mr Atkinson works four days a week for the Green Abbey School organisation, which leaves him free to work on Fridays as a 'self' (supply) organisation if he wishes. If he is needed to provide cover on a Friday, he can do so <u>only</u> if he is recorded as a 'self' organisation. He takes registration on Monday and Wednesday mornings, so his **Start time** on these days has been changed in the **Working Pattern** to accommodate this. The times can also be changed in the default **Named Interval** of ALLDAY via **Tools | Cover | Organisations and Bookings | Define Named Intervals**.

NOTE: A booking <u>must</u> be created before a person can be used as supply staff. This adds a service agreement for these times to their Personnel record.

Defining Named Intervals

A 'named interval' is a particular interval of time (from a start time to an end time) that you may wish to use regularly to define a frequent absence or closure. Once defined, you can use it to save time whenever you register an absence or closure.

You may wish to define named intervals such as **Morning** and **Afternoon** sessions (e.g. Morning: 8:50 – 12:30, Afternoon: 12:30 – 15:30).

1. Select **Tools | Cover | Organisations and Bookings | Define Named Intervals** to display the **Edit Named Intervals** page.

2. Click the **New** button or select an existing interval then click the **Open** button to display the **Add/Edit Named Interval** dialog.

3. Enter or edit the unique **Code** and the **Description** for the interval, e.g. **Morning Session** or **Fire Alarm Testing**.

4. Specify the **Start Time** and **End Time** using the up and down arrows.

5. Click the **OK** button.

6. Click the **Save** button to add or update the named interval.

Assigning New Roles to Classroom Staff

Cover uses Staff Roles to help match appropriate staff to a cover assignment. The Cover Credit system also uses a person's Staff Role(s) to decide whether a person should be 'credited' when they are assigned.

NOTE: If a member of classroom staff (who is assignable in the current academic year) has one or more Staff Roles that extend into the next academic year, when the new academic year starts they will also be made assignable in the new academic year. Terminate the Staff Roles of classroom staff who you do not wish to be assignable for the next academic year.

It may be necessary to change the role of classroom staff if their role alters during the academic year, e.g. if a teaching assistant is promoted to a higher level teaching assistant (HLTA).

1. Select **Focus | Person | Manage Classroom Staff** to display the **Find Classroom Staff** browser.
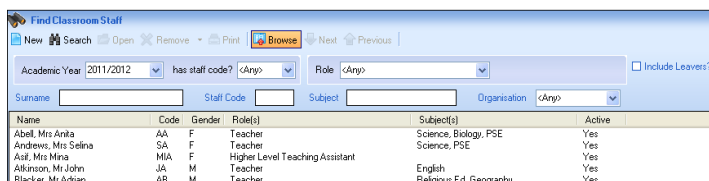

2. Search for and then select the required member of staff to display the **Classroom Staff Details** page.

3. In the **Classroom Information** panel, assign a new role to the member of staff by selecting the appropriate check box from the list of **Role(s)**. A member of staff can have multiple roles.
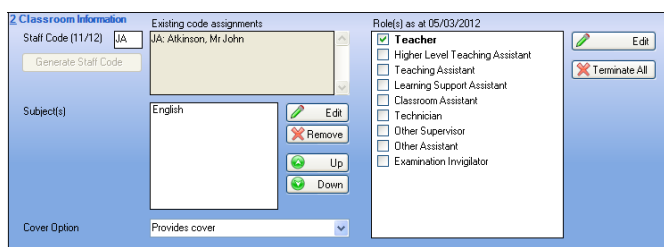

4. From the **Cover Option** drop-down list, select **Cover Supervisor**, **Provides cover** or **Does not provide cover** to indicate the staff member's cover status.

5. The new role will commence from the current default date. To change the date, click the **Edit** button to display the **Edit Roles** dialog <u>before</u> selecting the new role.

*NOTE: By default, the dialog displays information relating to the current academic year. To display previous or future academic years, click the **Back** or **Forward** button. To view and edit a role in the past, click the Relax button. Click the **Zoom** button to magnify the calendar and timeline areas of the dialog. Click the **Zoom** button again to revert to the original magnification setting.*

6. To change the date range for a staff member's role, double-click the role you wish to change or highlight the role and click the **New** button to display the **Add/Edit Date Range** dialog.
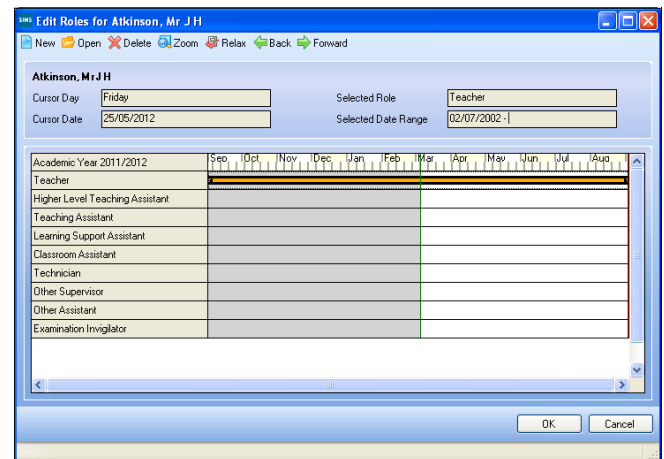
7. Set the date range for the new role by entering a **Start Date** and **End Date**, or click each **Calendar** button and select the required dates.
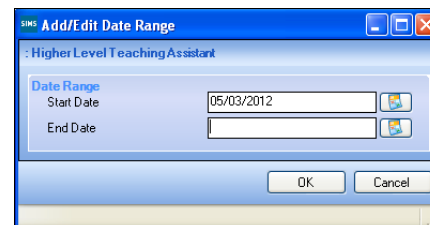
8. Click the **OK** button to add the updated date range for the role.

9. To delete a role for the member of staff, highlight a role from the **Edit Roles** dialog and click the **Delete** button.

10. Click the **Save** button on the **Classroom Staff Details** page.

Assigning Cover Credit

When you fulfil an assignment requirement in the Cover Diary, the cover credit rule can be applied to assign credit to a covering member of staff.

When a member of staff is used to provide cover, two figures are recorded, the number of covers carried out and the total amount of time spent on cover.

The rows in the table relate to the possible roles of those providing cover.

The columns represent three outcomes when arranging cover:

- **Cover Assignment Required:** A member of staff has been registered as absent and a class or Non-Class Code (NCC) requires cover.

- **Change Assignment Required:** A member of staff is not absent but, on this particular occasion, a class transfer to another member of staff is required.

- **Additional Assignment Requirement:** A member of staff is not absent but a placement of an additional member of staff with the class is required, e.g. an additional learning support assistant is required to help with practical experiments.

1. Select **Tools | Cover | Cover Credit Setting** to display the **Cover credit rule(s)** page.

2. To change the cover assignment requirements for a staff role, highlight the applicable role then select any of the cells containing the word **Credit**.

In each cell, a choice of three options is available: **Credit**, **No Credit** or **Prompt**.

The option of **Credit** is an appropriate default in most cells. Changing cells to **Prompt** is not a practical option because this causes a dialog to be displayed after every single cover arrangement is made in the Cover Diary.

It is possible to override the settings for particular covers, for example registration cover, when this is deemed necessary via the Cover Diary.

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