



Getting started on ClassCover

A teacher and casual staff guide to getting
booked on ClassCover + more

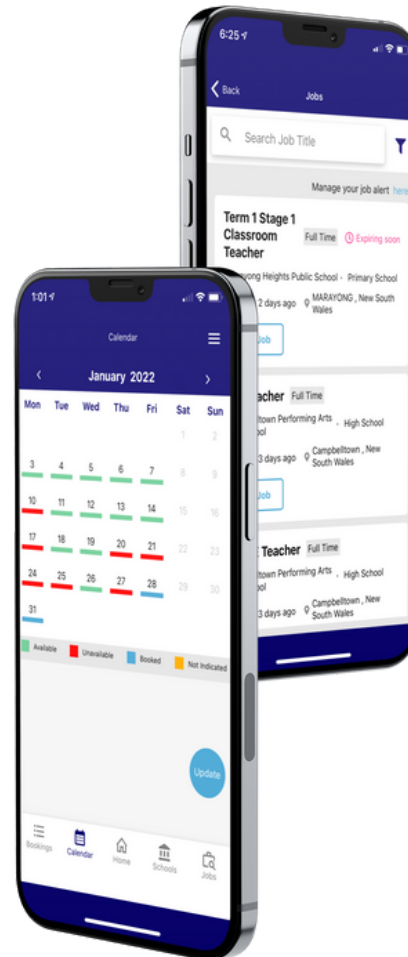


ClassCover

A little about us

100,000

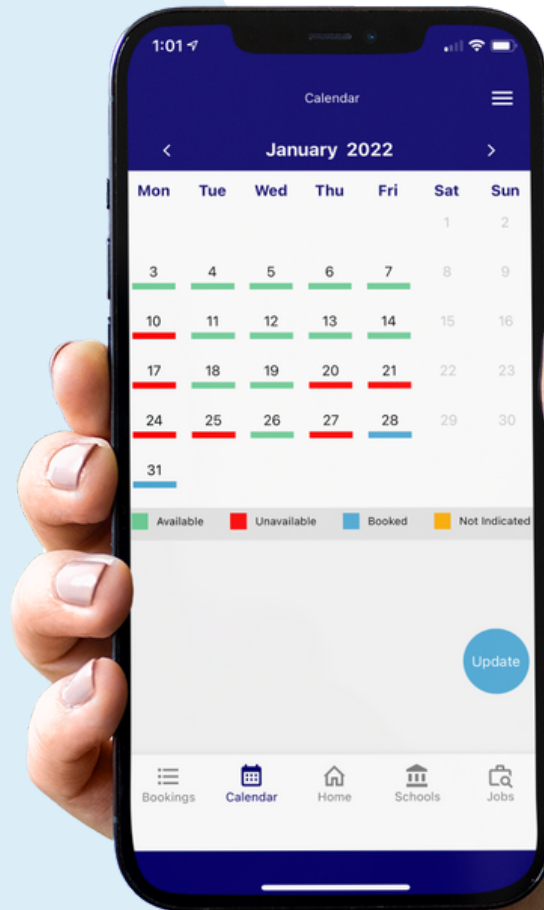
Relief Teachers on
ClassCover



3,000

Schools across
Australia

How ClassCover Works: Download the app



Everything we are about to take you through can also be done via the ClassCover iOS and Android apps.



Top tip: It's recommended to use the desktop version of ClassCover to set your profile up initially + upload documentation

Get it on
App Store

Get it on
Google Play

✓ How ClassCover Works: Setting up your profile

Sarah Jones
Teacher
I am fully vaccinated and willing to travel up to 50kms
Wool Creek, New South Wales, Australia

Join to connect
Login to connect

Availability to work
Sign-up or login to ClassCover to see more of the teacher availability →

← Previous Fortnight | Next Fortnight →

| Fr | Sat | Sun | Mon | Tue | Wed | Thu | Fr | Sat | Sun | Mon | Tue | Wed | Thu |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| Available | Available | Available | Available | Available | Available | Available | Available | Available | Available | Available | Available | Available | Available |

Experience

Employment Summary
I am a qualified primary trained teacher with 3 years classroom experience and 3 years of casual relief teacher experience working in Sydney's Inner West at various schools. I hope to inspire a life-long love of learning that prepares students for the future.

Teaching Levels
Primary | Early Childhood | K-2 (NZ 1-3) | 3-4 (NZ 4-6) | 7-10 (NZ 8-10) | Tutors

Subjects
ICT • Mathematics • Autism • ESL • K-6 • Literacy

Video CV
▶ Play video cv

Work Experience

Casual relief teacher
Various schools in Sydney's Inner West
31 Jan 2013 - Currently working
3 years experience in various schools across Sydney's Inner West including SSP schools.

[Click to view live example](#)

Fill out your profile to 100%

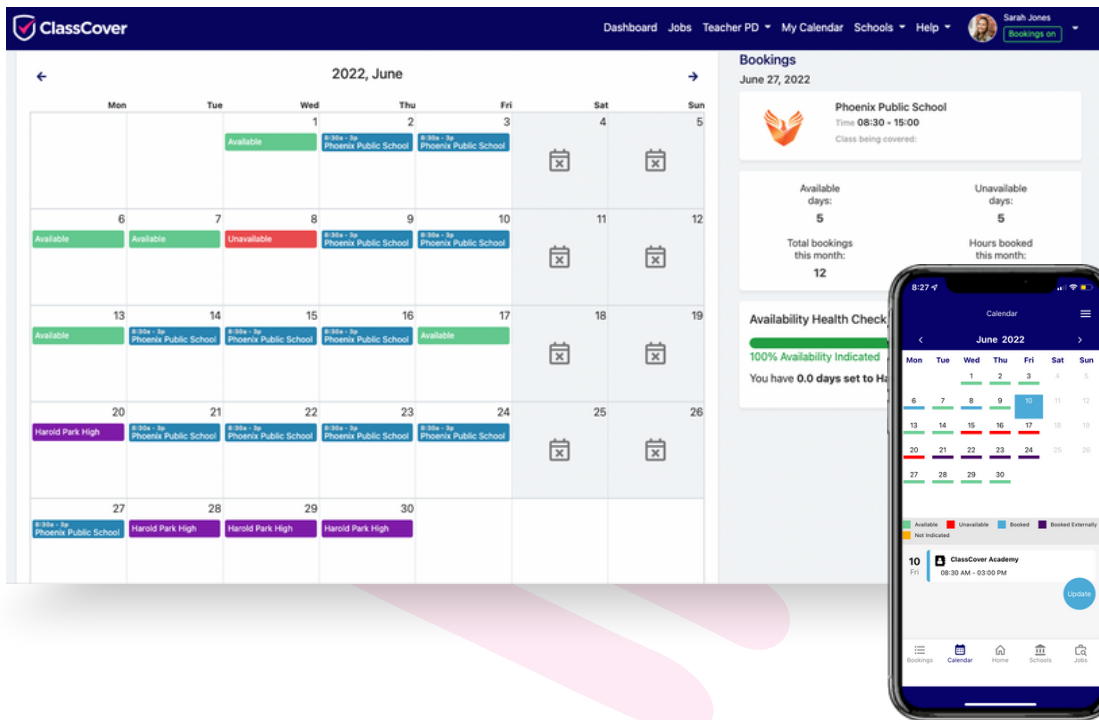
- 👉 Select your correct role type (Teacher, Education Support, Admin, Student etc)
- 👉 Make sure you include all important documentation schools need to see to employ you via 'Additional documents'
- 👉 Include year levels and subjects under 'Experience'

Your Shareable Teacher Portfolio

- 💡 **Top tip:** Use your **shareable teacher portfolio** by sharing the link on social media or in emails when applying to work in schools.

Schools can easily find and connect with you when applying outside of ClassCover.

How ClassCover Works: Updating your availability



Keep organised with your dynamic availability updater + booking calendar in one

Use this calendar as your one source of truth. You can include external bookings here too.

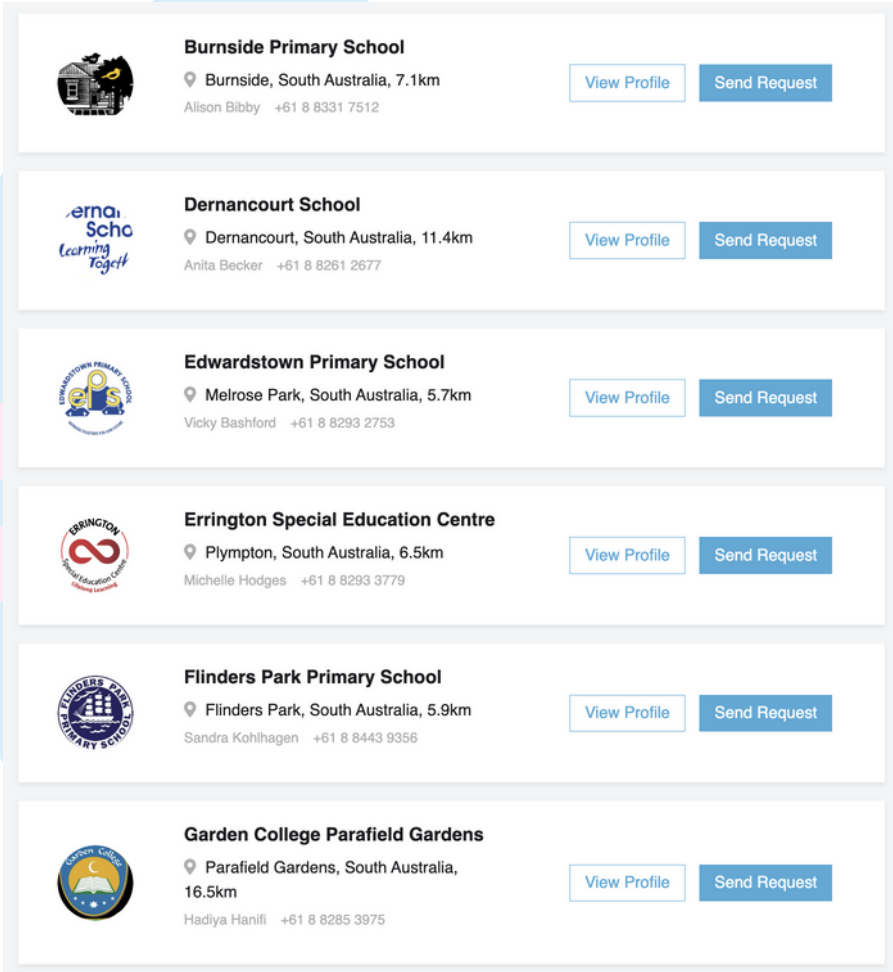
Use the recurring availability updater if you have set availability for a long period of time.







Top tip: Never leave any availability as 'Hasn't Indicated' (Orange) if you want to stay on school lists...



Update easily on the go through the ClassCover app

How ClassCover Works: Growing your school network



| | | | |
|---|--|------------------------------|------------------------------|
|  | Burnside Primary School 📍 Burnside, South Australia, 7.1km Alison Bibby +61 8 8331 7512 | View Profile | Send Request |
|  | Dernancourt School 📍 Dernancourt, South Australia, 11.4km Anita Becker +61 8 8261 2677 | View Profile | Send Request |
|  | Edwardstown Primary School 📍 Melrose Park, South Australia, 5.7km Vicky Bashford +61 8 8293 2753 | View Profile | Send Request |
|  | Errington Special Education Centre 📍 Plympton, South Australia, 6.5km Michelle Hodges +61 8 8293 3779 | View Profile | Send Request |
|  | Flinders Park Primary School 📍 Flinders Park, South Australia, 5.9km Sandra Kohlhagen +61 8 8443 9356 | View Profile | Send Request |
|  | Garden College Parafield Gardens 📍 Parafield Gardens, South Australia, 16.5km Hadiya Hanifi +61 8 8285 3975 | View Profile | Send Request |

Request to be added to schools via Find New Schools

You can also do this on the app.

👉 Schools can also find you via the Find New directory. You will get an invite to join the school via email.


👉 If you wish to be hidden from the directory so new schools can't add you, you can do this via My Settings.


Unselect 'Profile viewable to other schools'

How ClassCover Works: Growing your school network



Connect to new opportunities through ClassCover Jobs

 Apply for full-time, part-time and temp / contract positions being advertised by schools.

 Apply to join a school's relief teacher list via 'Casual Relief Teacher Call Outs'.

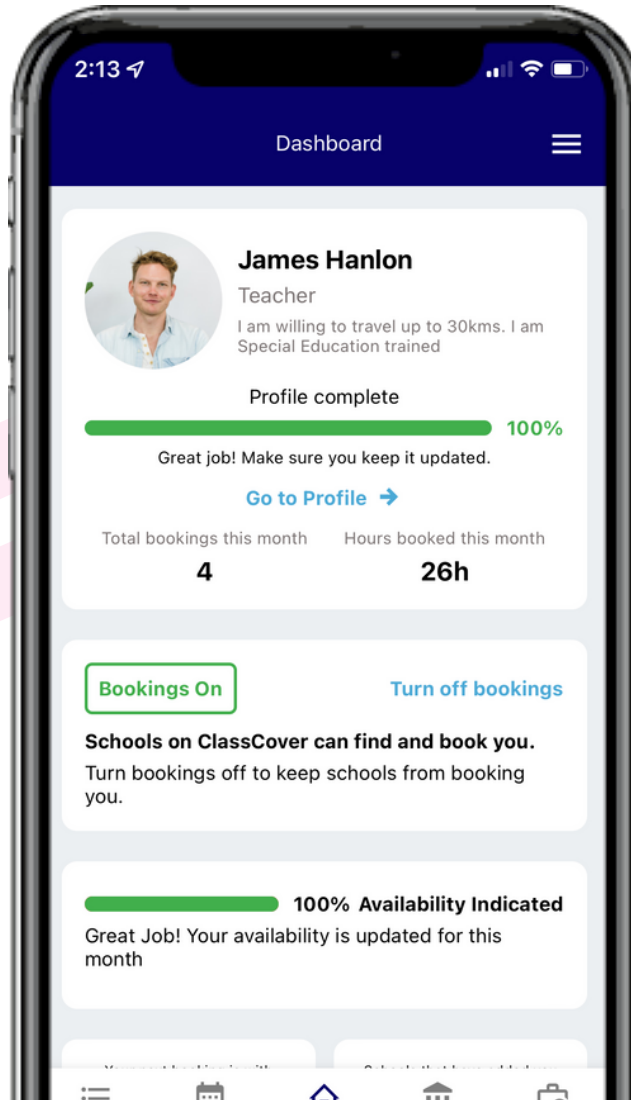


Set up job alerts so you are always in the know. Do this in your settings



Schools need to see a CV. Have this in your profile under additional documents and add it to the job application. Make sure your availability is up to date if applying for a 'Casual Relief Teacher Call Out'

✓ How ClassCover Works: Switching your profile type



Switch bookings
ON or OFF
depending on
your current
circumstance

Your ClassCover profile is versatile

- 👉 On contract or extended block work? Switch off bookings until you are ready to get booked again. You will be hidden from school lists and the directory.
- 👉 By switching off bookings, you can also keep your profile to apply for jobs, get job alerts and access our PD.



Do this via your profile section under 'I am using ClassCover to...'

✓ How ClassCover Works: The booking process

Request type
One at a time

Delay between request
5 minute gap

Close booking after
30 minutes

Delay Send

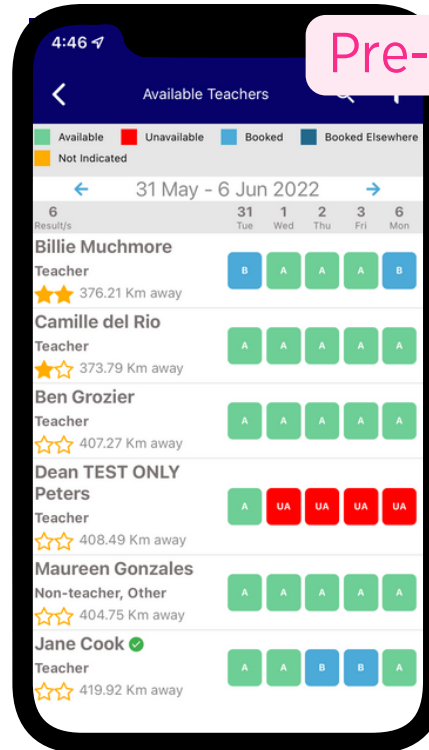
Choose a time to send the booking request in the future.

| | | | | |
|---|--|-------------------|-------|---|
| 1 | | Jane Cook ✓ | 5 min | ✕ |
| 2 | | Ben Grozier ✓ | 5 min | ✕ |
| 3 | | Billie Muchmore ✓ | 5 min | ✕ |

Send Invite

Booking requests

One at a time in a priority order
All at once



Pre-confirmed

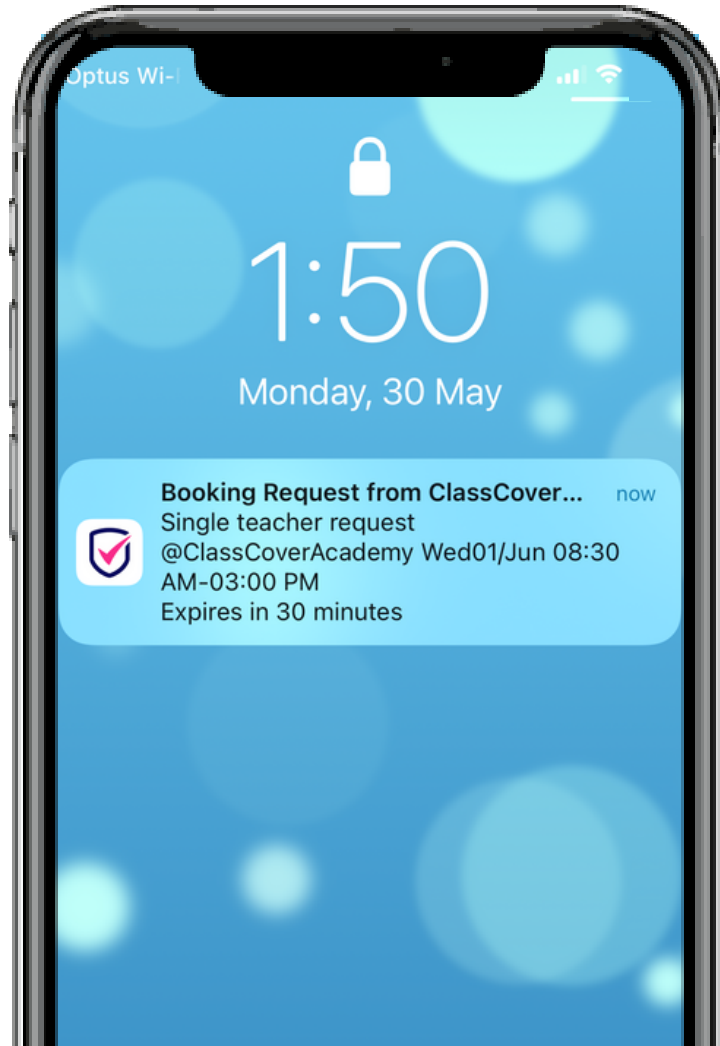
For when there's been a verbal agreement and the school needs to log the booking

👉 Schools can book you 3 ways: All at once, one at a time in priority order, and pre-confirmed.



👉 Schools also have the option to 'delay send' if they are setting up the booking during school hours or late at night.


💡 Schools can't book you if you are unavailable or booked by another school. This includes external bookings.


How ClassCover Works: Accepting a booking



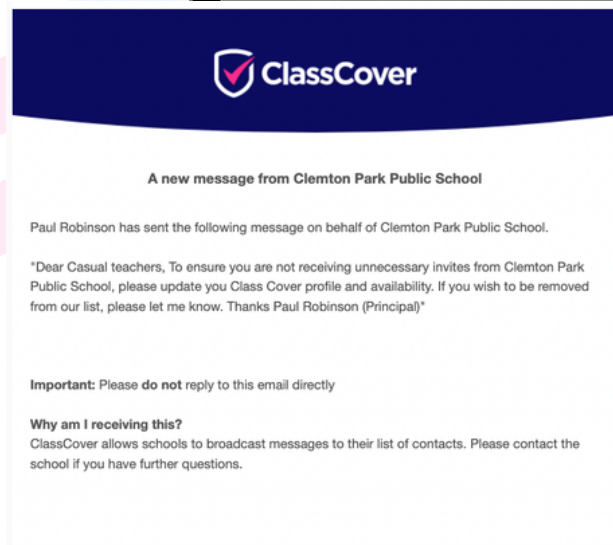
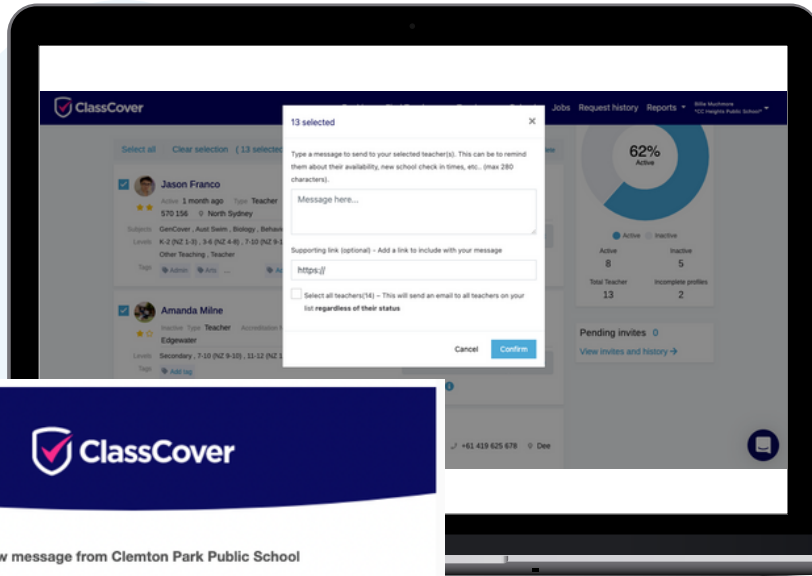
Accept via the app or SMS (or both...)

-  Accept jobs via the ClassCover app through push notifications and / or SMS.
-  You will know what type of booking it is in the request (sent to just you, sent in an order and how long you have to respond, urgent message sent to more than one all at once).


 You can choose to appear unavailable to selected schools via My Schools.


 Never leave a booking request with no response. If you can't work, decline the request. Schools tend to remove teachers who they deem unresponsive.


How ClassCover Works: Schools communicating with you



Stay in the loop from your schools

 Schools have the option to send you messages through ClassCover. They can broadcast a message to their whole list, a select few, or just you. These will come through as an email.

 Schools can also send you messages if you applied for a job or if you've requested to join a school so keep an eye on your inbox.

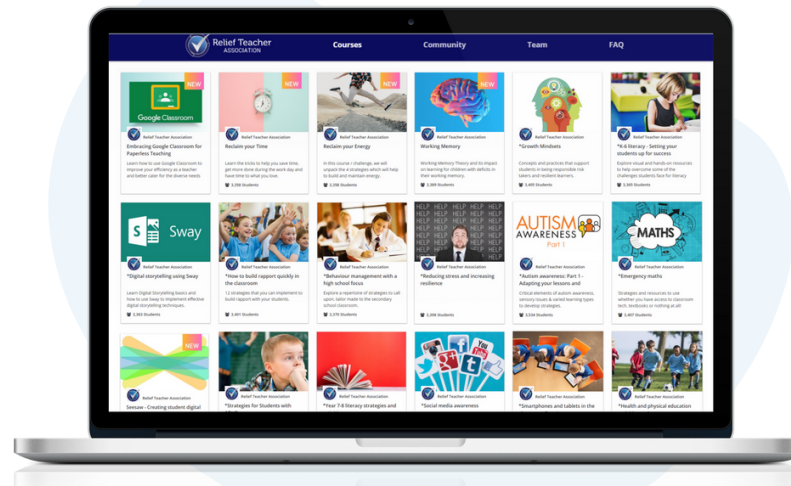
 **Coming soon:** Two way message inbox in app. Classroom teachers whose class you are covering will also be able to message you in app.

How ClassCover Works: Teacher PD



Convenient, low cost professional development for relief teachers

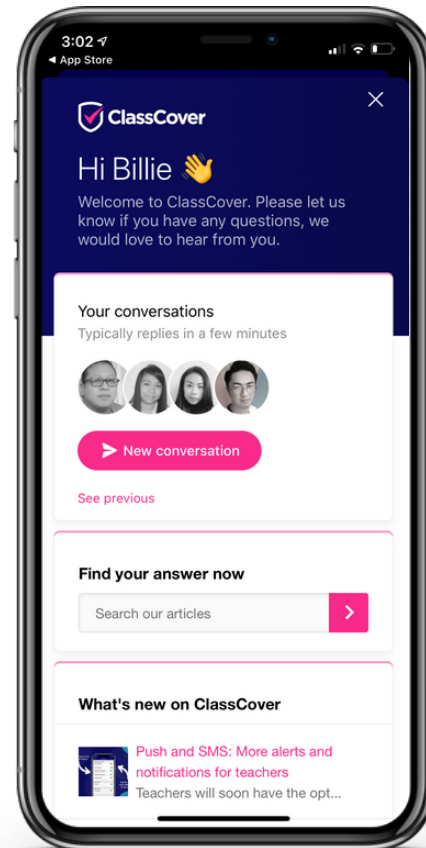
ClassCover Learn offers teachers a chance to access over 85 hours of PD and connect to your relief teacher community. You can upgrade to a ClassCover Learn membership for only \$99 a year.





You get access to gold standard support

Email, phone and live chat support from 6am-10pm weekdays and 8am-8pm weekends.
Live chat available online on both desktop and app versions.





Next steps

Update your profile and availability

[Login to your account](#) and make sure your profile and availability is up to date.



Know another school that might benefit from ClassCover?

Invite them to ClassCover! [Get started here](#)