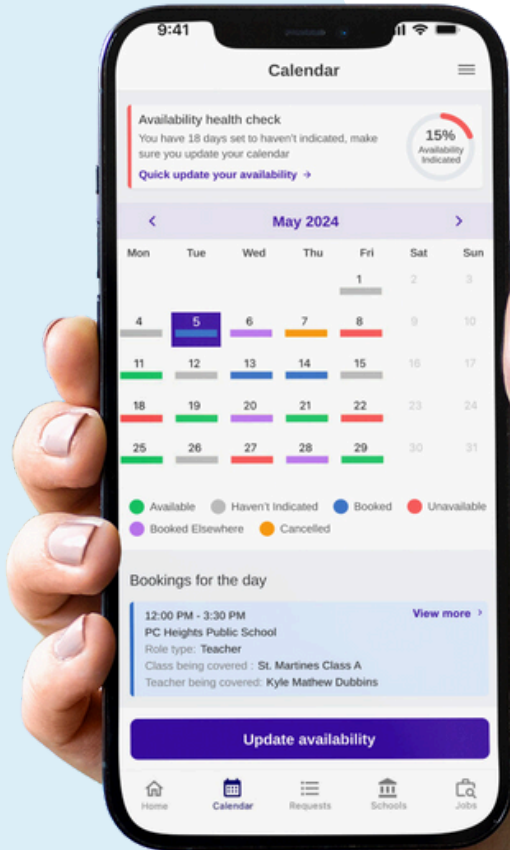




Getting started on ClassCover

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

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 2019 - 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%

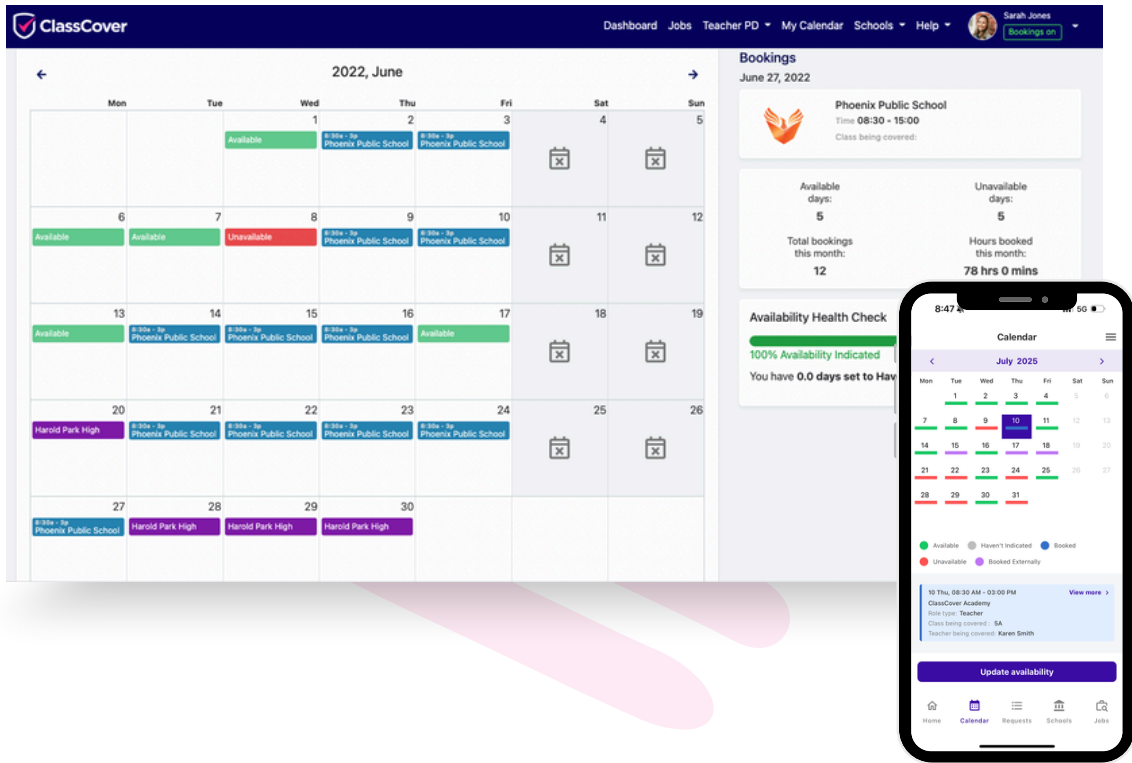
- 👉 Select your correct role type (Teacher, Education Support, Admin, Uni Student etc)
- 👉 Make sure you include all important documentation schools need to see to employ you via 'Additional documents'
- 👉 Include year levels and subjects under 'Experience'

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

How ClassCover Works: Updating Your Availability

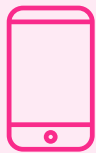


Stay organised with your dynamic availability updater & booking calendar in one

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

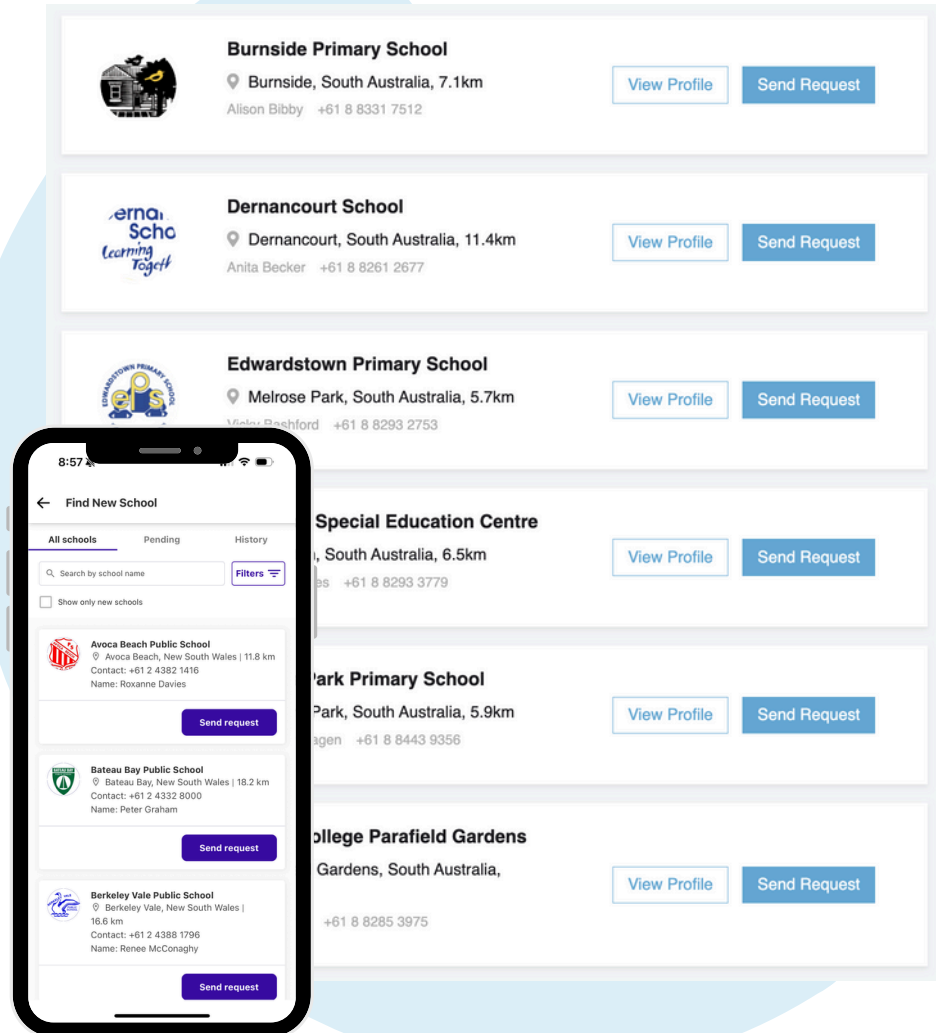
Use the recurring availability updater if you have set availability for a long period of time.

Top tip: Never leave availability as 'Hasn't Indicated' if you want to stay on school lists. Schools want to see that you are active and need to know your availability.



Update easily on the go through the ClassCover app

How ClassCover Works: Growing Your School Network

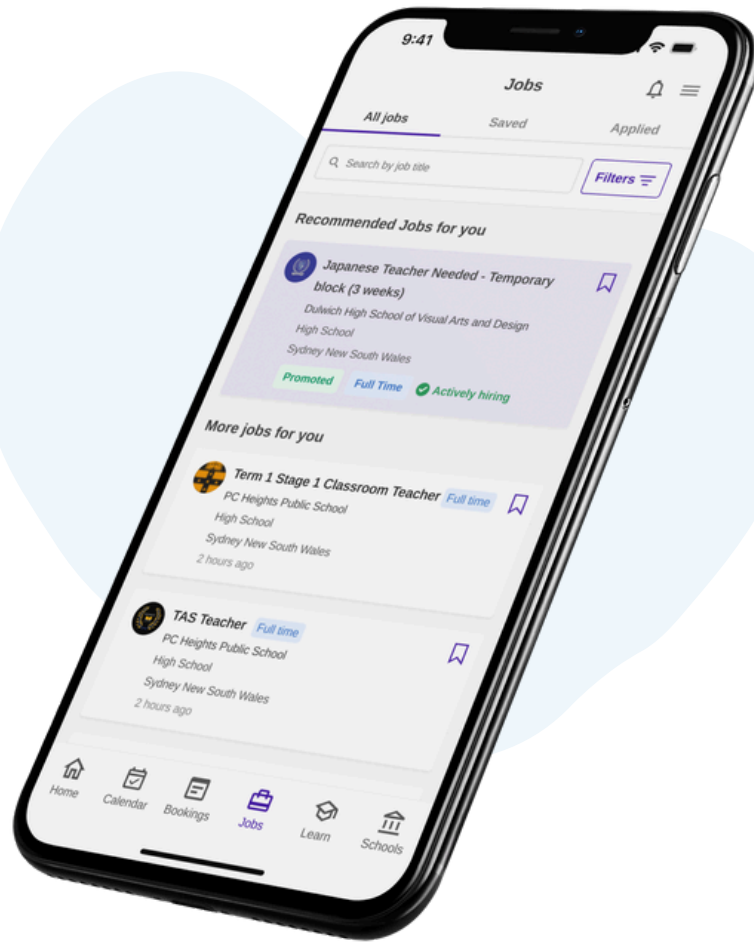


Request to be added to schools via Find New Schools

- ➔ 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 casual list via 'Casual Call Outs' so you can get booked.

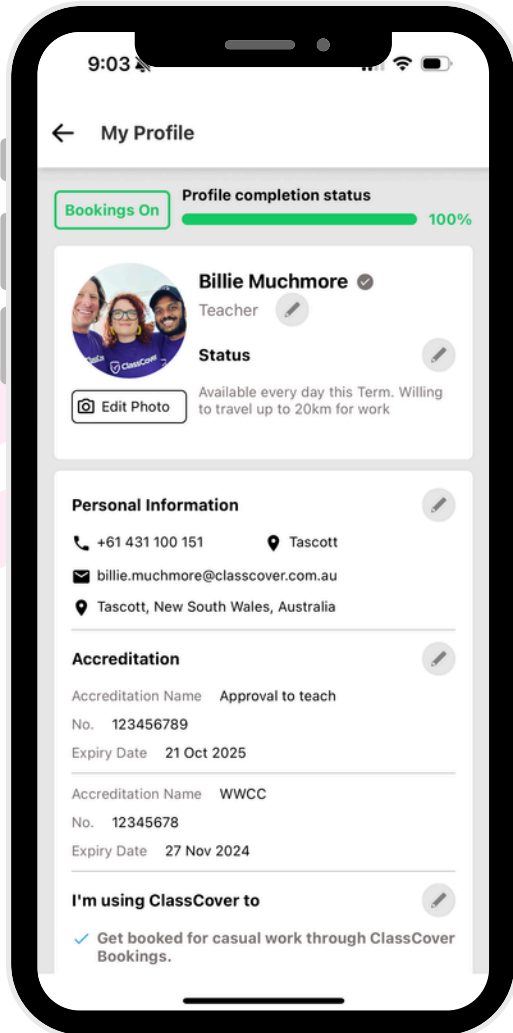


Set up job alerts so you are always in the know. Do this in your settings



Schools like 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 Call Out'

✓ How ClassCover Works: Turning Bookings On and Off



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...' then deselect 'Get booked for casual work through ClassCover Bookings'

How ClassCover Works: The Booking Process

Booking requests

Invite list

Request type: One at a time | Close booking after: 1 hour

Delay between requests: 5 min gap

Delay send: (Choose a time to send the booking request in the future.)

- Ann Madsen ✓ 5 mins
- Jane Cook ✓ 5 mins
- James Hanlon 5 mins
- Helen Bryant 5 mins

Send to emergency list
Have your booking request automatically go out to your emergency list if it goes unfilled.

Send Invite

'One at a time' in a priority order
or 'all at once'

Pre-confirmed

Jane Cook ✓
Onboarding Complete [View notes](#)

16 17 18 21 22 23 24 25
28 29

Camille del Rio ✓
Onboarding Complete [View notes](#)

16 17 18 21 22 23 24 25
28 29

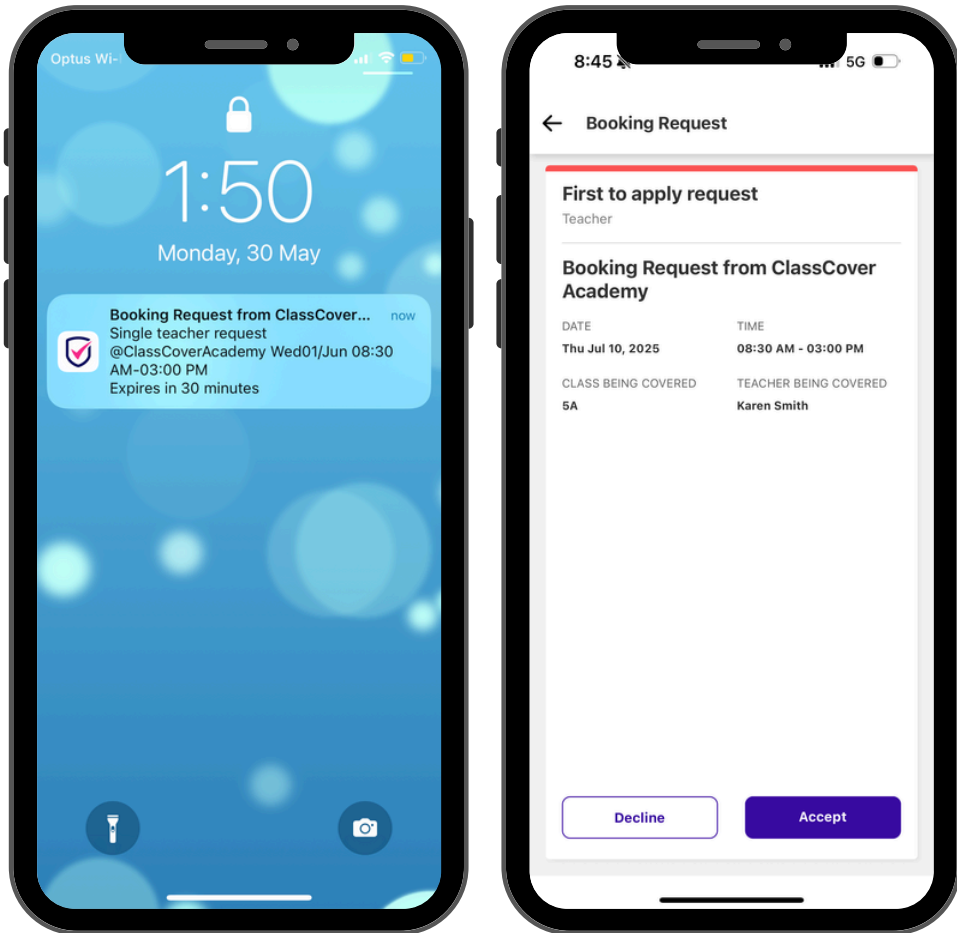
For when there's been a verbal agreement and the school needs to log the booking. Date is clicked which auto books you.

👉 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



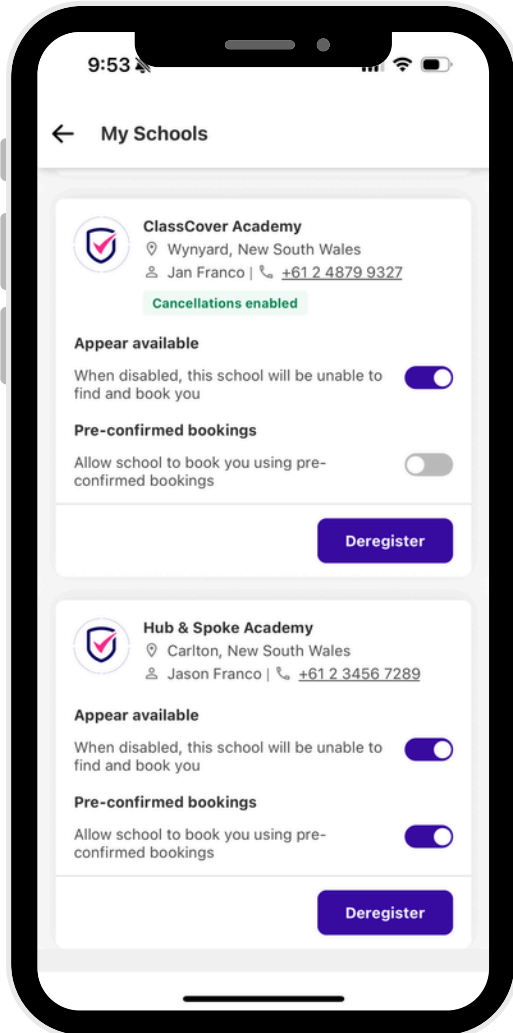
Accept via the app or SMS

-  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).
-  If you are in an area of low reception coverage, the booking request will be sent as an email.



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: Cancelling a Booking



This school has
in-app
cancellations
enabled

This school does
not have in-app
cancellations
enabled

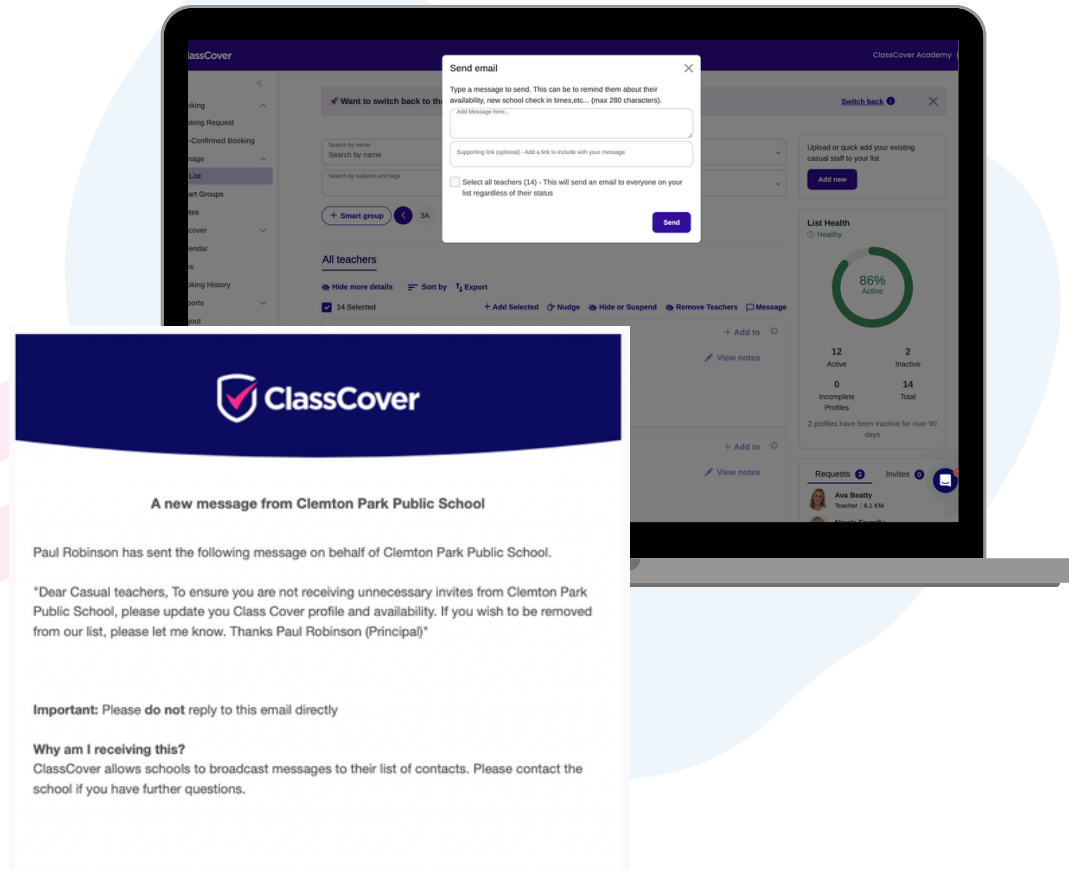
Sometimes you need to cancel a booking...

-  Some schools let you cancel directly in the app – this is called opt-in cancellations. If enabled, you'll see a cancel option on your booking.
-  If not, contact the school directly using the emergency number in the booking.



To cancel a booking, go to your calendar and click on the booking. If cancellation is available, you'll see the option to cancel in-app. If not, an emergency contact will be provided on the same screen.

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.

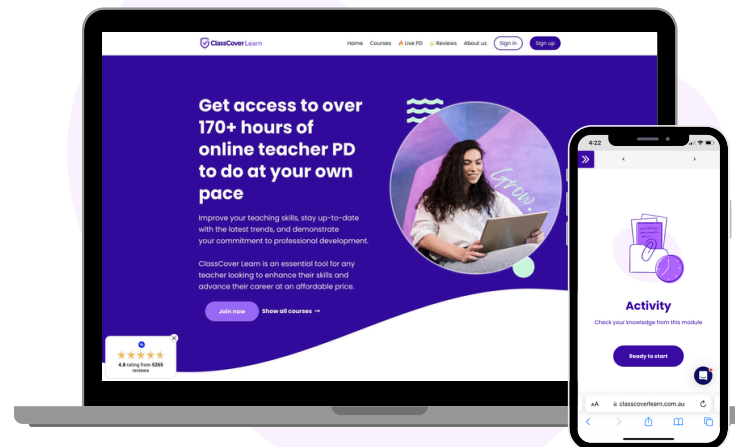
How ClassCover Works: Teacher PD



Convenient, low cost professional development for relief teachers

ClassCover Learn offers teachers a chance to access over 170+ hours of PD and connect to your relief teacher community. You can upgrade to a ClassCover Learn membership for only \$99 a year.

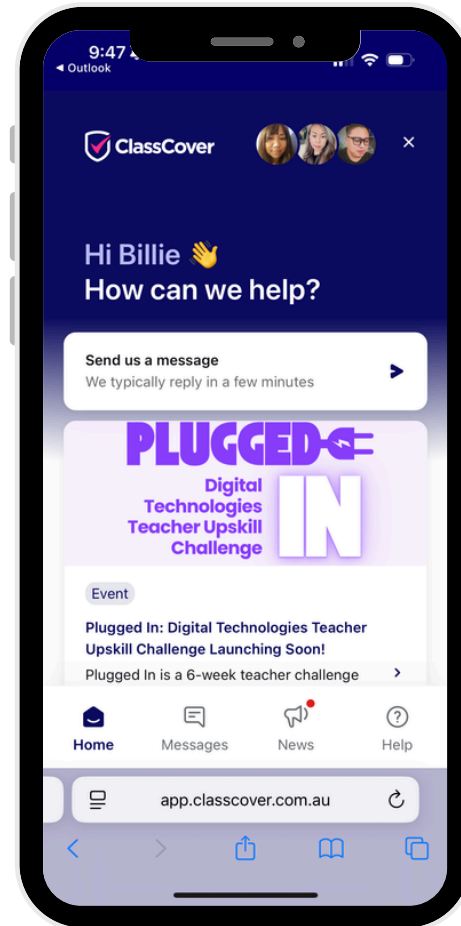
[Learn more](#)





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 complete your profile. [Download the ClassCover app](#) and update your availability. Ensure your push notifications are switched on.



Know another school that might benefit from ClassCover?

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

We work with thousands of schools across Australia and New Zealand, including the partners shown below.

