

Welburn Hall School



Policy for Cover Supervision

Review Period: Every two years
Next review Due: Nov 16
Reviewed and Amended: 12/11/14

Approved by Governors:

12.11.14

Policy for Cover Supervision

1. Principles

This model policy should be read alongside the following:

- DfES Time for Standards, Remodelling Cover – Resource Pack
- School Teachers' Pay and Conditions Document – Section 4
- Section 133 Regulations issued under the Education Act 2002
- WAMG Guidance for Schools on Cover Supervision

Section 133 Regulations issued under the Education Act 2002 state that no teacher should cover for absent teachers for more than **38 hours** in one academic year. These arrangements apply to all teachers employed by the school whether on permanent, fixed term or temporary contracts and pro-rata to teachers on part-time contracts.

It is the intention of this school to be fully compliant with all contractual regulations regarding cover supervision and to work towards a time when teachers, rarely cover for absent colleagues.

2. Definition

The term '**cover**' refers to any occasion where the teacher normally responsible for teaching a particular class is absent from the classroom during the time s/he has been timetabled to teach.

This policy therefore refers to times when staff are absent due to illness, attending courses or involved in another activity which necessitates them being absent from their class when they would normally be expected to teach them. Areas **not** covered by this policy include alternative arrangements made for teaching a class in order to give a teacher PPA time.

3. Policy

3.1 In this school the following strategies will be used to provide cover supervision.

- supply teachers or ATAs, by prior agreement, will cover planned absence for CPD activities lasting between half a day and two days.
- classroom staff to cover short unexpected absence of no longer than 2 days unless exceptional circumstances. (If classroom staff are covering for an absent teacher, a supply TA will cover their role).

- On the rare occasions when there is a high level of staff absence teaching staff may be asked to cover their class when it would normally be their PPA time. This time will be made up at a later, more convenient date.
- 3.2 Work of supply teachers and covering staff will be supervised by Deputy Headteacher.
 - 3.3 Teachers attending CPD activities will leave appropriate work for a supply teacher or covering staff to carry out. Either the class teacher or Deputy Headteacher will ensure that the supply teacher is familiar with the material and is able to progress the learning in the sessions taught.
 - 3.4 Supply teachers will be expected to mark work and/or carry out assessments before they leave the school. This will be completed during the 1265 directed working time.
 - 3.5 Cover staff will use materials provided by the (class teacher in cases of foretold absence, or the Deputy Headteacher for unforeseen absence) for the period of cover. Work completed by the pupils will be given to the classroom staff.
 - 3.6 There is an expectation that a planning file containing the half terms planning for the class and also some additional suggested activities will be on display in the classroom to assist any cover staff.
- 3.7 Cover for the Care Team**
- With advance knowledge, cover will normally be arranged by using the 18 hour rota staff, asking them to work an extra or longer shift. Where this is not possible, the senior staff on duty will ring a member of relief staff. In an emergency or without advance notice, the senior member of staff will consider the students involved, consider the staff already on duty and make a decision on priority times to be covered and then contact the relief staff team for specific cover.

4. Dealing with behaviour

Supply teachers and cover staff should be familiar with the school's Behaviour Policy and this should be followed at all times. Supply teachers and cover staff need to be aware of any behaviour strategies that are active in the classroom. Supply staffs' attention will be drawn to the class file containing positive behaviour plans and other pupil information.

5. Maintaining a record of cover

The school will maintain a record of absence of teachers and of the cover supervision arrangements used.

6. Arrangements for cover for senior staff members.

Headteacher – Hazel Smith

Deputy Headteacher – Catherine Barr

Assistant Headteacher – Currently being advertised

Head of Care – Niall Hayton

Headteacher

If the headteacher is away from school the responsibility for the day to day management of the school will be transferred to the Deputy Headteacher identified above. If the headteacher is unexpectedly absent for more than three days the chair of governors must be informed by the Deputy Headteacher. The Head of Care will have responsibility for all care related matters and management outside of the school day and may also be called upon to deal with management issues in exceptional circumstances.

Assistant Headteacher

If the Headteacher and Deputy are absent then any delegated responsibilities fall to the Assistant Headteacher.

In the unlikely event that the Headteacher, Deputy Headteacher and the Assistant Headteacher are away from the school then arrangements will be made involving another member of staff (Head of Care in the first instance) in consultation with the Chair of Governors. This is unlikely to happen but in the event of such a situation happening, prior warning will probably be evident and arrangements made through normal planning meetings.

On-Call

Throughout the week, 24 hours a day, either the Headteacher or the Deputy Head is 'On- Call' when not available on site. Care staff will be notified of on-call arrangements at care staff meetings.

Date: November 2014

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