



Ravenshall

all different | all equal | all important

Policy for Cover Supervision

September 2009

Reviewed September 2011

Reviewed September 2013

Amended June 2017

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, including the Headteacher, 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 does not apply to those wholly or mainly employed for other reasons.

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

This policy has been written following information contained within Kirklees LA ‘Rarely Cover’ guidance and is indented to be fully compliant with such guidance.

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 At Ravenshall School the following strategies will be used to provide cover for absent teaching staff:-

- *supply teachers (experienced in SEND and known to Ravenshall in the first instance and thereafter agency) to cover planned absence for teacher illness*
- *supply teachers (experienced in SEND and known to Ravenshall in the first instance and thereafter agency) to cover planned CPD activities;*

- *cover supervisors (suitably experienced in working with pupils with SEN and suitably qualified) to cover short unexpected absence of no longer than 3 days continuous;*
- *it is intended that specialist curriculum areas, e.g. science CDT, will be covered by suitably qualified supply teachers.*

3.2 Work of supply teachers and cover supervisors will be supervised by Key Stage managers.

3.3 Teachers attending CPD activities will leave appropriate work for a supply teacher to carry out. Either the class teacher or Key Stage manager 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 carry out assessment before they leave the school. This will be completed during the 1265 directed working time.

3.5 Cover supervisors will use materials provided by the Key Stage manager or class teacher (in the event of a planned absence), taken from planning expectations as agreed with teaching staff. These planning documents are available on the networked server and should be downloaded as appropriate for the period of cover. Work completed by the pupils will be given to Key Stage managers.

3.6 Decisions regarding the appropriate deployment of cover staff (supply or cover supervisor) will be made giving due regard to :

- Knowledge of the pupils/students;
- Pupils' assessment/recording needs;
- Health and Safety requirements for subject such as PE, science, ICT and Design & Technology and that staff hold appropriate qualification and experience;
- Curriculum understanding of the HLTA/cover supervisor for the particular lesson eg MFL.

4. DEALING WITH BEHAVIOUR

Supply teachers and cover supervisors should be familiar with the school's Behaviour Policy and this should be followed at all times.

5. MAINTAINING A RECORD OF COVER

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

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