

Christ The King Sixth Form College

Cover Policy and Procedures

Mission Statement

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- ✚ Provide the highest standards of teaching and learning.
- ✚ Expect students to show commitment to their studies and the Christian values of the College.
- ✚ Provide equality of opportunity, with mutual respect and positive encouragement.
- ✚ Build and further develop a partnership with parents, schools, parishes, higher education and the local community.
- ✚ Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole College.

1 Introduction

- 1.1 The College is committed to ensuring that all students receive a high quality education which supports each individual in achieving their potential.
- 1.2 In this context, it is recognised that high quality teaching and learning, and the availability of appropriately qualified teachers, are central to this process.
- 1.3 However, it is acknowledged that there may be occasions where a member of the College teaching staff is absent and/or unable to take their timetabled lessons.
- 1.4 Where such a situation arises the College will seek to:
 - ✚ Minimise the disruption to teaching and learning for students.
 - ✚ Inform all students who will be affected and the appropriate line managers at the earliest opportunity.

- ✚ Ensure that, where cover arrangements have been put into place, these do not prove to be over-burdensome for staff.
- ✚ Implement systems for the supervised covering of lessons or the setting of independent study work for students which are clear and easy to follow.
- ✚ Make arrangements for covering absent colleagues which operate within budgetary constraints.

2 **Emergency Cover**

- 2.1 Where a teacher is absent with little or no notice to the College this will be deemed to be an unplanned or emergency absence.
- 2.2 In the event of an unplanned absence by a teacher, their timetabled classes will be supported as follows:
- (a) Information on all absent teachers will be passed to the Cover Co-ordinator. The Cover Co-ordinator will inform the relevant HOD/SPM or other teaching staff that a colleague is absent and pass on details of any work that has been set. A completed staff absence form will be distributed to all relevant staff.
 - (b) The Cover Supervisor can be asked to cover lessons wherever he/she is available. Departments are able to request such support via the Cover Co-ordinator in the General Office. Priority in using the support of the Cover Supervisor is given to one year course students, followed by groups/courses where support from the Cover Supervisor has not been requested on previous occasions. This is to ensure fairness in the use of this resource/facility.
 - (c) Where the Cover Supervisor is unavailable, the relevant HOD will oversee cover arrangements for staff in the department. In the absence of the HOD, these arrangements will be overseen by the Deputy Head of Department or other named person within each department.
 - (d) Where it is not possible to oversee the classes of absent colleagues within departments, the LRC should be contacted. A learning facilitator can be requested or classes can be accommodated in the Learning Resources Centre. Where there are more requests than staff or space available priority will be given to one year courses. The LRC will monitor cover requests and endeavour to respond in a way that provides equity across departments and across the year. The LRC will provide a termly report to HODs on the use of the LRC for cover.
 - (e) Departments should ensure that wherever possible all students taking one year courses are supervised in the absence of their teacher. Any exceptions to this should be discussed and agreed with the Vice Principal.

- (f) Students taking two year courses will be issued with work and the register will be taken. They will be monitored at intervals and their work will be collected at the end of the session. Where departmental staff are not available to issue or collect work from students, the Cover Co-ordinator can be used to help support this process. No practical lessons will take place under these arrangements. All hazardous equipment will be safely stored away and technicians will ensure that the lab/practical area is safe to use.
 - (g) Staff absence from Tuesday group tutorials should be notified to the Assistant Principal (Pastoral) before 8.30am. The Assistant Principal (Pastoral) will make arrangements with the Senior Pastoral Managers and Cover Supervisor/s for tutorial sessions to be covered.
 - (h) Group tutorial sessions will be supervised or monitored, or students will be allocated to other tutor groups as appropriate.
 - (i) With regard to one to one tutorial sessions only, registers will be posted by a member of the office staff on the door of the tutorial room for students to sign. The signed registers will then be collected by office staff at the end of the day.
 - (j) No classes will be postponed, unless by agreement with the Vice Principal.
 - (k) Workshops, 1:1 tutorials and additional learning support sessions will not be covered, and can therefore be re-scheduled.
 - (l) Arrangements for re-scheduled additional learning support sessions will be made by the ALS Co-ordinator.
- 2.3 Colleagues will not be asked to cover for an absent teacher where the absence exceeds three consecutive working days.
- 2.4 Teaching staff will not be required to cover more than three lessons in any single week, regardless of the number of departments individual teachers support.
- 2.5- Records of cover undertaken by staff should be kept by HODs and passed to the Cover Co-ordinator who will record these centrally.

3 **Planned Cover**

- 3.1 Where a teacher is absent in order to attend INSET, trips, residentials or for any other pre-notified reason, this will be deemed to be a planned absence.

- 3.2 In the event of a planned absence, all supervised cover and setting of work for groups should be discussed and agreed with the relevant Heads of Department. This should occur before the application to be absent from College is authorised.
- 3.3 Work should be set for all classes and left with the Heads of Department or other named colleague.
- 3.4 Any member of staff released from teaching due to student attendance at a trip or residential may be used to supervise any unstaffed classes.
- 3.5 Where the Cover Supervisor is available, he/she can be used to oversee the classes of staff who are away due to a planned absence. This will be organised by the Cover Co-ordinator.
- 3.6 Paid cover cannot be arranged for a planned absence, unless in exceptional circumstances as agreed by the Vice Principal. Work must be set and the person identified as supervising the class should take a register, set the work, check on the students and collect the work at the end of the lesson.
- 3.7 Where appropriate, students can be set work off site but this should not happen when it may cause the students or other classes to be affected. If students are asked to work off site during lesson time in the local area, procedures as listed in 3.1 of the Visits and Residentials Policy should apply.
- 3.8 The LRC should not be used as a planned venue for un-covered classes.
- 3.9 Details of all planned absences and the arrangements for covering classes should be passed to the Cover Co-ordinator by the relevant HOD at least 48 hours prior to the date of the absence.

4 **Procedures for notification of absence**

- 4.1 Staff who are absent should inform the General office of their absence by 8.15am, regardless of whether they have previously notified their HOD or other colleagues.
- 4.2 Full information should be given regarding classes to be covered, work set and location of materials. Details should also be given of tutorials, workshop or ALS sessions.
- 4.3 General office to pass on:
- ✚ Class cover arrangements to Heads of Department/named staff and to the Cover Co-ordinator.
 - ✚ Details of common tutorial sessions to Noreen Richardson, Assistant Principal.

✚ Details of ALS sessions to Shane Kelly, Additional Learning Support Manager.

✚ Details of absent staff to Rob McAuliffe, Vice Principal.

4.4 Where initial information regarding staff absence is received by the HOD or another member of the teaching staff, this information should be relayed to the General Office. This will enable a central record to be kept and ensure that all relevant staff can be informed.

5 **Cover Costs**

5.1 All arrangements to cover the work of absent colleagues, including the employment of the Cover Supervisor, are undertaken in the context of the annual budget that is set for these purposes.

5.2 It is fundamental to the work of the college that all budget headings, including that set aside for cover, are adhered to. Only in very exceptional circumstances will budgets be allowed to move beyond the limits set and agreed at the start of the year.

5.3 The costs of employing a Cover Supervisor will be included in the total budget allocated to support teaching cover costs for the year.

5.4 Where non-agency teaching staff are paid to undertake cover work at the college, the rate of pay will be in line with that paid by supply agencies.

5.5 Agency staff will only be used in very exceptional circumstances. All requests for agency staff should be made to JBL having received agreement from the Vice Principal.

September 2010