



Woolgrove School

COVER SUPERVISION **POLICY**

Date of Issue:

March 2018

Review Date:

March 2021

Definition of Cover Supervision:

- Cover Supervision occurs when no active teaching takes place and national recommendations are that cover supervision should only be used for short-term absences.
- Cover supervision can be summarised as:
- The term 'cover' refers to any occasion where the teacher(s) responsible for a class are absent from the classroom during the time they have been timetabled to teach in the Guidance on School Teacher's Pay Conditions Document.

To achieve this objective, whilst retaining Woolgrove School's emphasis on the educational and emotional security of its pupils, the following guidelines are to be followed.

There are three stages, to be followed in order, for the education and supervision of pupils in the absence of a class teacher:

1. There is already a bank of qualified teaching expertise within the school that can be called upon including non-teaching teachers.
2. There are also qualified teachers who provide regular support to the school when required.
3. Cover supervision will be provided by a nursery nurse or teaching assistant.

This, in no way, is a reflection of support staff's capabilities or experience but again to acknowledge that cover supervision may only take place when no active teaching happens and that active teaching should play a major part in the classroom. There may also be other factors that dictate whether cover supervision is appropriate, for example there may be issues with some pupils or the curriculum that require a qualified teacher to be present within the classroom.

The decision that cover supervision for either planned or unplanned absence will take place will be the responsibility of the Headteacher, Deputy, or head of departments. Cover supervision should take place when the adjacent class has their appointed teacher present. Risk Assessment factors such as swimming, visits, etc will also need to be taken into account.

In the first instance a Staff Request for Absence / Cover Form should be completed so that appropriate arrangements can be made for cover by the office (See Appendix 1).

In the event of a planned absence, and where all other appropriate steps have been taken, the Staff Request for Absence / Cover Form (Appendix 1) should be completed in advance of the absence. Once approved and signed the form should be returned to the Office Manager who will retain them and pass them to the Business

Manager in advance of payroll dates. Additional planning should take place at the weekly team meeting. Feedback after the cover supervision should take place with all staff involved and fed back, where appropriate, at NN/TA meetings.

The cover supervisor will carry out activities set by qualified teaching staff members in accordance with the lesson plan or work provided in accordance with the class weekly plan that teachers already produce. This weekly plan should always be accessible. It is an expectation of teachers that, where possible, they should be able to identify material to support lesson continuity in the event of unplanned absence.

Where this material is unavailable it is the responsibility of the person authorising cover to ensure sufficient material is made available for cover supervision to take place. Support staff are not expected to be responsible for teaching, their skills are to be used to reinforce and strengthen the curriculum already taught by the qualified teaching staff responsible for that class.

Planned absence

Where possible the weekly after-school team meeting between teacher and support staff will be used to prepare cover. The responsibilities and role of the cover supervisor are set out in Appendix 2.

Unplanned Absence

When absence is unplanned it is the responsibility of the Headteacher or designated Senior Leader to follow this procedure where feasible whilst ensuring that cover takes place as soon as it is needed. In this instance feedback will need to take place with the designated leader authorising cover. A record of this cover should also be kept and fed back, where appropriate at a NN/TA meeting for the sharing of good practice to take place.

Cover Supervisors

Cover Supervisors for Woolgrove School will be previously identified nursery nurses and teaching assistants within the school. The format for payment for cover supervision is as set out in Appendix 3.

Nursery Nurses and cover

Where there is a nursery nurse already in place they should automatically take on this role; this is reflected in their status as nursery nurse in their qualifications, job description and their full-time contract.

Nursery nurse cover may include 'active teaching'. On occasions it may be agreed by the class teacher and Headteacher/designated leader that a class teaching assistant provide cover within the school.

Teaching Assistants and cover

Where there are no nursery nurses then the agreed experienced, class based teaching assistant should provide cover supervision for their own class. The cover supervisor should, where possible, have the support of another experienced teaching assistant to take on their role with a shared year group teaching assistant or supply teaching assistant replacing the supporting teaching assistant's normal duties. All teachers affected by these moves should be informed as soon as possible so that their lessons receive minimum disruption.

Extra Curricular Activities

Should these activities necessitate a journey, under the direction of the Head and with the permission of the support staff in question, no less than two support staff, one being the designated person, will accompany pupils to extra curricular activities such as integration projects where a teacher will be there to meet the group and take responsibility for their group.

Roles and Responsibilities

Nursery nurses and teaching assistants need to be fully aware of the roles and responsibilities that cover supervision entails (See Appendix 2).

Cover Supervision for less than half a day

Sessions of cover for less than half a day are at the discretion of the Headteacher. Sessions are defined as teaching periods between breaks.



Appendix 1
STAFF REQUEST FOR ABSENCE / COVER

Name: _____ teacher / support staff (please delete as appropriate)

Reason for request (e.g. medical appointment, training course, governors meeting)

Signature of Head of Department / SLT authorising the absence: _____

Signature of Head Teacher authorising the absence: _____

Absence is paid / unpaid (delete as appropriate).

Date cover required: _____ Class / role to be covered _____

(wherever possible please give notice at least two weeks prior to this date)

Please tick: ALL DAY MORNING AFTERNOON

DUTIES TO BE COVERED:

TAXIS/BUSES MORNING BREAK AFTERNOON BREAK

Lunchtime duties (e.g. duty / sitting at the table / playground)

ANY OTHER RELEVANT INFORMATION (swimming, trips, medication, horse riding, 1:1 supervision of a pupil, etc)

Name of teacher / support staff covering from within school:

Supply teacher / support staff:

Teaching Assistant taking cover supervision:

**ALL REQUESTS MUST BE AUTHORISED AND SIGNED BY BOTH A HoD/SLT MEMBER
AND THE HEAD TEACHER BEFORE COVER CAN BE ARRANGED**

Form to be given to John for cover to be organised

Appendix 2

The Responsibility and Role of the Cover Supervisor

The role of the Cover Supervisor involves taking sole charge of a class (under the direction of the Head-teacher/designated member of the Senior Leadership Team) and therefore carries a number of responsibilities. Nursery Nurses and Teaching Assistants who undertake cover supervision need to be fully aware of these responsibilities by:

- Making themselves familiar with School policies with particular reference to support staff, cover supervision, health and safety and the processes of risk assessment
- Being aware of the skills required to manage classroom with pupils safely as well as the physical learning environment and the resources for which they will be responsible (cover supervision does not extend to other duties outside the classroom)
- Having understanding of, and being experienced with, the range of strategies used within Woolgrove School to deal with classroom behaviour as a whole as well as individual behavioural needs including those pupils with behaviour/sensory support plans
- Being prepared to undertake any necessary training to enable them to carry out this role
- Being familiar with the processes of cover supervision and liaising with the appropriate member of the Senior Leadership Team where appropriate
- Ensuring they have a clear idea of the named member of the Senior Leadership Team approving of and overseeing the cover supervision
- Attending to the pupils in the event of minor accidents or incidents and taking appropriate action over more serious incidents including reporting them to the named member of the Senior Leadership Team approving and overseeing the cover supervision
- Supervising the work prepared for the class by the teacher
- Managing behaviour, adhering to behaviour/sensory support plans where appropriate, of pupils whilst undertaking the above work to ensure a safe calm and constructive environment.
- Responding to any pupils about processes and procedures relating to the work set

Appendix 2 - continued

- Dealing with any immediate problems or emergencies according to the school's policies and procedures where appropriate
- Collecting any completed work after the lesson and returning it for assessment by the member of staff setting the work
- Reporting back as appropriate on the behaviour of pupils during the class, achievements and any issues arising
- Providing feedback so that a record may be made of the cover supervision.
- These responsibilities are in addition to the normal job description of general duties and responsibilities of a Nursery Nurse or Teaching Assistant

Appendix 3

PAID TIME FOR COVER SUPERVISION

Cover Supervision must be preauthorised on the “Green Form” (appendix 1) and recorded in the “Additional Hours File” on the bottom of the pigeon hole shelving.

All cover supervision is paid as follows:-

Payment details:

Paid: Three extra hours for one day cover or
one and a half hours for a half day.