



ASPIRATIONS

Cover Management Policy

Magna Academy

Approved by Regional Board:

Date: October 2021

Last reviewed on: October 2021

Next review due by: October 2022

1. Introduction

At Magna Academy, we recognise the importance of having robust Cover Management systems in place. We support the drive to raise standards by freeing teachers from tasks which do not require their professional skills and expertise, and enabling them to focus on their core function of teaching and leading and managing teaching and learning.

The term 'cover' refers to occasions when the teacher normally responsible for teaching a particular class is absent from the classroom during the time they have been timetabled to teach.

2. Custom and practice

The 2015 Academy Teachers' Pay and Conditions Document STPCD notes that teachers may be required to provide cover "only rarely, and only in circumstances that are not foreseeable". This is quoted directly in each teacher contract, as follows:

'Teachers should be required to provide cover in accordance with paragraph 7.7 only rarely, and only in circumstances that are not foreseeable (this does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover or otherwise for teachers whose timetabled teaching workload is less than the standard applicable for their full-time equivalent rate of working time).'

The Academy recognises that the term 'rarely cover' is intended to prevent teachers from being used inappropriately and supports the fact that it is designed to raise standards by freeing teachers from tasks that do not require their professional skill and expertise.

- 1 Teachers can be requested to undertake 15 periods of cover per year above their allocated teaching time. It will be at the discretion of any colleague if they are prepared to undertake in excess of 15.
- 2 The stipulated cover will include illness, educational visits, staff absence on courses, external meetings, and internal events including assemblies or guest speaker events.
- 3 Planning, preparation and assessment (PPA) time will not be used for cover. Teachers will not be directed to undertake any duty during their PPA time. PPA time will be clearly shown in every teacher's timetable and would not normally be moved or cancelled. It is to be hoped that if the Academy is confronted by a major issue due to unforeseen circumstances colleagues will exhibit the level of assistance that may be necessary.
- 4 Full cover for the entirety of each lesson is provided from year 7-11. Sixth Form lessons will not be covered, however it is expected that cover work is provided. Sixth Form students will complete work independently within the Sixth Form Hub.

3. Allocation of Cover Lessons

Cover lessons will be allocated to staff using the following selection criteria:

1. Cover Supervisor
2. Staff who are under allocation
3. ABE Rota staff – If the ABE room is not in operation that day
4. Sixth Form Study Rota staff
5. Using SLT
6. Other staff – If there are no alternative options

4. Cover Expectations

Absence during the day:

If a member of staff goes home during a school day as they are unwell, or for any other reason, the member of staff should inform their line manager, and the Principals' PA.

Students will complete self-quizzing during each lesson that remains. Self-quizzing will be completed in the back of their subject exercise book. However, if staff members wish to leave alternative cover work for their groups to complete that day, it should be left with Wendy Wells to pass to the relevant member of staff covering the lesson. This work should be appropriate, taking into account the relevant resources (e.g. textbooks / booklets) for students to complete individually in silence.

First full day of absence:

Students will complete self-quizzing during each lesson that remains. Self-quizzing will be completed in the back of their subject exercise book. However, if staff members wish to leave alternative cover work for their groups to complete that day, they can leave it with their line manager to pass to the relevant member of staff covering the lesson. This work should be appropriate, taking into account the relevant resources (e.g. textbooks / booklets) for students to complete individually in silence.

For practical lessons when students should complete self-quizzing, students will need to self-quiz a core subject of their choice in their self-quizzing book

Where cover is required for a double lesson, students should be given the opportunity firstly to self-quiz, and then complete any homework that may be due.

Two or more full days of absence:

The absent member of staff should provide their line manager with relevant subject specific cover work before 8.00am on each day of absence. The line manager will need to provide the covering members of staff with this cover work, either in person or via email if electronic. This work should be appropriate, taking into account the relevant resources (e.g. textbooks / booklets) for students to complete individually in silence.

Sixth Form lessons:

Sixth form lessons will not be covered by staff, however students are expected to work in the Sixth Form Hub when their teacher is absent. On the first full day of absence work must be provided by the absent teacher and delivered to the Sixth Form Hub, by the relevant line manager.

Gained time

During the academic year, especially during the summer term, teachers are released from some of their timetabled teaching commitments as a result of students being on study leave, examination leave or when students meet their tutor. This time is known as gained time.

There are activities directly relevant to teaching and learning for which it would be appropriate to use gained time and which would be reasonable for the Principal to direct teachers to undertake. They are:

1. developing or revising department/subject curriculum materials, schemes of work, lesson plans and policies in preparation for the new academic year - including identifying appropriate materials for use by cover supervisors
2. assisting colleagues in appropriate planned team teaching activities
3. taking groups of students to provide additional learning support
4. supporting selected students with coursework
5. undertaking planned activities with students transferring between year groups or from primary Academy
6. Continuing Professional Development.

5. Calendar

A calendar for each academic year will be published in advance and begins with a period of consultation in the latter half of the summer term. The Academy will monitor and analyse patterns of absence (planned and unplanned) and levels of cover and manage these appropriately. The member of the support staff administering the cover arrangements will keep a record of the amount of cover undertaken by each teacher.

6. Cover Supervision

'Cover supervision' occurs when there is no active teaching taking place. Students will continue their learning by carrying out a pre-prepared exercise under supervision.

Cover supervision will include some core elements:

1. Supervising work that has been set in accordance with the Academy policy
2. Managing the behaviour of students whilst they are undertaking this work to ensure a constructive environment
3. Responding to any questions from students about process and procedures
4. Dealing with any immediate problems or emergencies according to the Academy's policies and procedures

5. Collecting any completed work after the lesson and returning it to the appropriate teacher
6. Reporting back as appropriate using the Academy's agreed referral procedures on the behaviour of students during the class and any issues arising

7. Cover Supervisors

The Academy employs a Cover Supervisor in order to undertake short-term absence.

Cover supervision occurs where no active teaching (i.e. specified work) is taking place and, under the supervision of a member of support staff, students undertake pre-prepared work. Ideally Cover supervision should be used for short-term absence only.

Cover supervision is a responsible role, involving as it does taking sole charge of a group of students. We believe that Cover Supervisors must have the necessary skills and knowledge before being given charge of a class. Staff carrying out a cover role will be appropriately trained. Staff undertaking cover supervision should:

1. be familiar with the full range of Academy policies, particularly those regarding health and safety, equal opportunity issues and special educational needs (SEN);
2. have the necessary skills to manage safely classroom activities, the physical learning space and resources for which they are responsible;
3. Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.

8. Supply Cover

Only as a last resort will the Academy employ outside agencies to provide cover.

9. Pre-Arranged Absence - Requesting Cover

Cover requests are required for all pre-arranged absences.

1. **Educational Visits:** All educational visits must be logged and approved with the EVC. This ensures the Cover Manager is aware of staff requiring cover in advance. The EVC should email the Cover Manager with a reminder of the staff requiring cover around 10 days before the visit. Staff must contact both the EVC, and the Cover Manager, to inform them of any changes to the staffing of a visit.
2. **Continuing Professional Development:** Staff requiring cover for CPD should submit a CPD Request Form to their line manager before it is passed to the person responsible for authorising CPD. The form should then be passed/copied to the Cover Manager.
3. **Personal Absences:** Staff requiring leave of absence should submit an Absence Request form to the Vice Principal (Standards) for permission prior to the absence. Authorisation for

absence should be sought at least 10 days before the absence although it is recognised that this is not always possible. The form should then be passed/copied to the Cover Manager.

4. **Meeting and Internal Events:** Staff requiring cover or protection from cover for meetings and internal events should submit the Cover Request form to their line manager for authorisation, again 10 days in advance when possible. The form should then be passed/copied to the Cover Manager.
5. **Emergency Cover:** Only in the case of emergency will email or telephone requests for cover be accepted.

10. Monitoring and Evaluation

The Cover Manager is responsible for deploying staff to cover lessons as required. Cover is to be shared as equitably as possible between staff. The Cover Manager will keep a record of the amount of cover undertaken by each teacher. This record will be available for scrutiny on request by a member of staff. The Cover Manager will provide the Senior Leadership Team with a termly report of levels of cover, allowing for review and appropriate management.