

# TASKER MILWARD VC SCHOOL COVER POLICY

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### 1. Aims:

- To maintain high quality teaching and learning when a member of staff is absent
- To ensure smooth running of the school when a member of staff is absent
- To clarify how cover supervisors and supply staff will be deployed in school
- To make effective use of teachers' non contact time
- To ensure that the demands of rarely cover are met, in line with national guidance

### 2. Deployment of staff:

**Cover supervisors** will be used to cover classes when teachers' absence for short periods is planned - for INSET, medical reasons, examinations (e.g. external moderators, orals), meetings and trips or for short unplanned periods due to illness. Cover supervision will occur when no active teaching is taking place. Pupils will continue their learning by supported self study using materials and activities planned in advance.

**Supply teachers** will be used to cover absent teachers for longer term absences e.g. maternity leave, long-term illness and where a class needs to be taught rather than pre-set work being supervised.

**Examination invigilators** will be employed to cover external examinations. They will set up, supervise and end the examinations. Teachers will be used where a teacher's presence is necessary e.g. practicals, orals, or to supervise optional internal examinations.

**Teachers** will be used only when the absence is an emergency.