



## Ysgol Iolo Morganwg

### Policy for Rarely Cover

#### Introduction

Our school is committed to complying with the conditions outlined in the School Teachers Pay and Conditions document to ensure that our teachers should only rarely cover for absent colleagues.

This policy has been developed in accordance with the conditions outlined in the school teachers' pay and conditions document 2009 and applies to all teaching staff in the school that are not wholly or mainly employed to provide cover. It also applies to school support staff.

#### Consultation

We will consult with all staff and Trade Union representatives on the annual school calendar and policies associated with the requirement to ensure teachers cover only rarely. Consultation on the school calendar will be done annually and at any other time when there is a need to review the teaching timetable in the academic year.

#### Specific Conditions of Cover

- Our school recognises that providing cover is not an effective use of a teacher's time.
- Our school is committed to exhausting all other reasonable strategies for providing cover before having to ask a member of teaching staff.
- Our school will review historical patterns of absence to help determine cover levels necessary to achieve the aim.
- Our school will monitor, analyse and record patterns of absence (planned and unplanned) to establish cover levels to ensure appropriate strategies are put in place
- For unforeseen events, cover levels by teachers will be closely monitored to ensure it is shared equally.
- The guaranteed PPA time of teachers at a school forms part of the legal conditions of employment so cannot and will not be used for cover.

Where the need for cover is identified, we will deploy the following resou

- Supply teachers
- H I T As

The head teacher will take account of the following key factors when deciding to use cover supervision:

- The extent to which continuity and quality of learning can be maintained;
- The length of time a particular group of pupils would be working without a teacher;
- The proportion of the total curriculum time affected in a specific subject area over the course of the term.

Where members of support staff are deployed they will always do so under the direction of a qualified teacher and will be subject to the regulations made under section 133 of the 2002 Education Act and accompanying guidance.

Whilst we will take all reasonable steps to ensure teachers only rarely cover, if strategies fail, we will ensure that cover is shared equally between staff.

### **Special Leave**

Ysgol Iolo Morganwg recognises that there are occasions when staff need time off for personal reasons and provision for this is contained in the Schools Special Leave policy.

### **Gained Time**

In cases where Teachers are released from timetabled teaching (e.g. when pupils are on study or examination leave) it is recognised that they gain time.

Teachers may be reasonably directed to undertake the following activities using gained time;

- Developing/revising department/subject curriculum materials, schemes of work, lesson plans and policies in preparation for new academic year. This may include identifying appropriate materials for use by supply staff and/or cover supervisors;
- Assisting colleagues in appropriate, planned team teaching activities
- Taking groups of pupils to provide additional learning support
- Supporting selected pupils with coursework
- Undertaking planned activities with pupils transferring between year groups or from primary schools
- Undertaking CPD if school policy allows this in school sessions

### **Policy Monitoring and Evaluation**

A member of the senior leadership team will monitor the effectiveness of these strategies for providing cover on a termly basis to ensure that the quality of supervision and student progress and behaviour are as required.

### **Policy Review**

**The Head teacher and School Governing Body will carry out a review of this policy on an annual basis.**