



The
Westminster
School

Cover Supervisors Policy 2018/2019



Safe, Happy and Learning Together
Building foundations and providing
opportunities to create confident,
aspirational and independent members of
our community.

Approved by Governing Body on: 20/06/19

Signed by Chair of Governors:

Ken Oho

Head Teacher:

C Hill BEd, NPQH

Lead Personnel:

J Turner

Date of Review:

20/06/22

1 Introduction

The Westminster School has employed full time Cover Supervisors and (in emergency situations) also uses existing and experienced Learning Support Staff to cover lessons of absent teaching colleagues. This is part of the School's response to the Government's Remodelling of the Workforce agenda whereby cover duties are to be virtually removed from teaching staff.

2 Aims

Line Management

The Principal SENCo will line manage Cover Supervisors and as such will have both informal and formal contact throughout the year. These meetings will be held in School time and issues arising will be referred to the appropriate person(s) for a prompt resolution. All Cover Supervisors should feedback to alert the Principal SENCo/SENCo and other relevant colleagues of issues, either positive or negative that arose during the lesson. Initial point of contact should be the Team Leader who will notify and set in motion the procedures needed to follow up any problems and provide feedback to the Cover Supervisor on any action taken.

3 Expectations

Continued Professional Development

Cover Supervisors are entitled to training to enable them to carry out their work effectively. This CPD may take a variety of forms and will include the following:

- Initial in-house training on the role of the Cover Supervisor, our policy and procedures and including classroom management, routines and systems;
- Further training in behaviour management and related topics accessed via the school's CPD programme;
- Externally provided training. In this respect Cover Supervisors have the same entitlement as teaching staff and may apply using the School procedures (Continuing Professional Development Policy).
- All Cover Supervisors are expected to successfully complete a Level 3 Certificate in Cover Supervision in Schools within a two year timeline from the date of employment as a Cover Supervisor.

4 Deployment

Cover Supervisors will be deployed each day by the Executive Manager in liaison with the Principal SENCo /SENCO who are responsible for the School's cover arrangements. Where possible, **advanced** notice will be given in order for the Cover Supervisor to liaise with the teacher.

It is inevitable that there will be periods of high demand for cover but also the occasional 'quiet' days. Deployment of Cover Supervisors outside of their cover role will be the responsibility of the Principal SENCo/SENCo.

5 The Nature of the Work Set

It is the responsibility of individual teachers to ensure that all work provided for supervised classes meets the following criteria:

- The work must be sufficient in **quantity** to actively engage **all pupils** for the entire lesson;
- The work must be of a type that will allow the Cover Supervisor to explain in a straightforward manner, ie Cover Supervisors should **not** be required to teach;
- The work must not involve the Cover Supervisor in unnecessarily challenging classroom management situations, eg role play;
- It must be work **not** previously done by students.
- Where a colleague is setting work for an unplanned absence at short notice, the above points should be adhered to as far as possible. In order to facilitate the setting of work in this situation TLRs should ensure that there is readily available generic work and that records of what has been completed by classes are maintained.
- In the case of **planned** absence it is recommended that the teacher whose classes are to be covered find out who will be covering his/her lessons and pass the work personally to the Cover Supervisor, explaining and consulting where appropriate.
- Work is appropriate to age and ability (differentiation).
- Under no circumstances should a cover supervisor be expected to complete controlled assessments.

6 Provision of Work

Work may be passed to a Cover Supervisor:

- Via Executive Manager/Principal SENCo
- By hand from the teacher setting the work; or
- By hand from the TLR or colleague; or
- Handed to the Cover Supervisor each morning with their timetable for the day.
- In addition, a **copy** of the work set may be left on the desk or on a whiteboard.

7 Day to Day Support Procedure

In order to support our Cover Supervisors fully it is vital that these procedures are followed by **all** staff.

In addition, set work must be accompanied by:

- A class register;
- The name and location of a nearby teacher from whom assistance can be sought.

8 Review

Person Responsible: Principal SENCo and SENCo

Appendix 1 - 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. Learning Support Staff 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 a 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) e.g. playground duty.
- Having understanding of, and being experienced with, the range of strategies used within The Westminster School to respond to pupils appropriately as well as individual behavioural needs including those pupils with complex needs.
- 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 a member of the Senior Leadership Team approving and overseeing the cover supervision.
- Supervising the work prepared for the class by the Teacher.
- Managing pupils needs 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.
- 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. Cover Supervisors must record the behaviour of the class using the Sleuth system.
- Using the reward system accordingly.
- 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 member of Learning Support Staff.