

Supply Teacher Protocol King Richard School

Cover Policy/Protocol

Aims

- To provide continuity in classroom organisation/routine
- To provide continuity in the curriculum
- To minimise adverse effects on children's work
- To support continuing professional development
- To cover for staff absences

On arrival the supply teacher will need to have the expectations of the school clearly explained to them from the Executive Principal and Assistant Principal.

These include:

- Following the code of conduct which apply to all staff and pupils
- Observing health and safety and security requirements
- Following child protection procedures
- Working to the normal hours of the school, unless contracted specifically otherwise
- Not acting in a way detrimental to the school and its pupils
- Keeping any information in relation to the individual pupils, staff or the school, confidential

The Cover officer is responsible for liaising with the supply teacher for general school organisation and routines. When supply teachers come in school to cover for staff absence at short notice the Head of Department will give guidance on the work to be covered. Supply work set from the teacher should be emailed to the cover officer or left in the classroom with clear and specific instructions to the supply teacher.

The Cover Officer has responsibility for contacting supply teachers direct to arrange cover.

Before a supply teacher commences work at King Richard School the following arrangements should be followed:

1. The supply teacher will meet with the Acting Principal, as outlined above.
2. The supply teacher will meet with the Associate Learning Leader (C Thomas) and go through essential Safeguarding training, staff code of conduct and school behaviour framework.
3. The supply teacher will meet with the SIMS manager and network manager to be given the necessary computer log-ins and access to electronic resources such as school email system.
4. The cover officer will provide the supply teacher with an induction folder that will inform the supply teacher on the following:
 - a. Supply Payment (5 hours/day).
 - b. Timings of the school day.
 - c. School Calendar
 - d. Issue of timesheets at the end of month.
 - e. School Map & basic info (Location of Staff Toilets, Staff Room, Staff List with names).
 - f. Earthquake evacuation plan, Fire Orders and evacuation assembly point.
 - g. Location of school policies (Electronic files).

Any other day to day needs will be addressed on a needs basis by the most appropriate member of staff upon request.

To be reviewed October 2018