

COVER LESSONS

Advice on Leaving Work for Classes When You Are Absent and on Covering Lessons

1. Please remember that if you are covering a lesson you should be aiming to teach that class to the best of your ability. Work should be left that is accessible to a non-specialist teacher.
2. When leaving work to do, hook it into something that your students have just done – or something that they are about to do.
3. If your task(s) is/are complex, leave photocopies sufficient for each child or working group. Make the cover teacher feel comfortable and totally clear about the nature, scale and scope of the work to be done, and support to be given.
4. Give guidelines about individual/pair/group working if appropriate. Be aware that group working may be more difficult to manage for a non-specialist.
5. Make sure that the resources that the children need are there; give guidelines as to the collection and return of resources, if appropriate.
6. Set more work to occupy fast workers – not just more of the same though!
7. Make sure that your Head of Department and cover supervisor has a copy of your cover plans (in advance if possible). Identify any special needs requirements clearly to the appropriate person, e.g. Learning Support Assistant.
8. Make sure that the cover person / supply teacher knows who to go to for help if necessary (how and where)
9. If your class is due to have homework set when you are absent ensure details of the task are left for the cover teacher with clear instructions.

Practical Issues

1. If your class is being taught in its normal room, arrange to leave work in the room as per normal absence.
2. If your class is not being taught in its normal room, give clear and complete instructions to the cover teacher or Head of Department (via pigeonhole) as to where the work is. Staff should, if possible, arrange that the work/materials are in the new room.

Classroom Supervision and Control : Advice to the Cover Teacher

You will already be familiar with the school's policy and practice, relating to classroom supervision and control. You will also need to be fully apprised of the School's Fire Drill procedures and Health and Safety Policy. Please also see the Guidance on Behaviour for Learning available in the Staff Handbook on the Staff Intranet.

In respect of Child Protection, it is essential that you are not drawn into conversations with pupils relating to confidential matters which may include the divulgence of abuse or inappropriate behaviour by another. Where a pupil asks you if they can tell you a secret, your standard response should be:

"I can listen to what you may wish to tell me but I cannot promise not to tell another adult"

Should a child disclose any information to you, Cover Supervisors and Cover Teachers must report any such incident immediately to the Head of Department.

Lesson Starts

1. Punctuality is an essential ingredient setting the tone for learning for pupils. You should be at the door ready to welcome and greet the pupils;
2. Lessons should start promptly;
3. Ensure that the lesson objectives are displayed;
4. Adapt a non confrontational approach and seek to praise students wherever possible.

Distribution and Completion of the Work

1. Verify the number and type of resources according to the cover work sheet
2. If necessary write instructions on the whiteboard
1. Appendix 3 of Cover Policy
2. Supervise pupils' learning, e.g. walking around the classroom
3. If Students need to leave the lesson for any reason they should be given a signed and dated note showing the reason
4. and the time. Avoid this wherever possible.
5. Enquiries about work may be answered by other pupils in the group. Independent learning and independent
6. thinking is to be encouraged.

Lesson Ends

1. As a guide, you should ask pupils to finish what they are doing approximately five minutes before the end of the
1. lesson, allowing time to collect in their work.
2. Count the collected resources, e.g. books, calculators.
3. Ensure that the classroom is left tidily and resources are packed away.
4. Pupils should leave the room in a polite and orderly manner, at the end of the lesson.

And Remember – Be purposeful, assertive, brisk, well-organised and use positive body language.