



LOCATION : SCHOOL HANDBOOK, SECTION 2, DOCUMENT 7

SUPPLY STAFF POLICY

Also see Absence Management policy

For the procedure for notifying absence please see the absence management policy.

Cover for absence

- 1.1 All requests for supply cover should be passed to the Deputy Headteachers as soon as possible so that cover can be arranged in advance. The Deputies will then request that the Business Manager administers cover as needed.
- 1.2 All attempts will be made to find an appropriate replacement for teacher absence. If it is impossible to find appropriate cover, then it may be necessary to call in assistant cover in order that there are appropriate and safe staffing levels. In this event, and in the event that no cover can be found, the Key Stage Leader (class teachers in the interim) will organise alternative arrangements, for example, merging two classes.
- 1.3 Wherever possible supply staff that have worked in the class before will be called in. This will increase their knowledge of the pupils, staff and working environment whilst providing the pupils with some consistency. At times this will not be possible and the next most suitable person will be contacted. We continually endeavour to create a bank of supply staff who are willing to work in Abbey Court School and who are experienced with pupils with severe learning difficulties.
- 1.4 It will also be necessary to introduce new supply staff to the school as they become available (The office will advise the Deputy Head's and Key Stage Leaders when all paperwork/checks are complete so that induction can be arranged. Refer to the Staff Development Policy, School Handbook, Section 2, document 11 for the Induction checklist). The staff that remain in the class have responsibility for welcoming them and familiarising them with school routines and procedure as the day progresses (There is also a responsibility to report to the class teacher any issues/incidents that have occurred in their absence that may require follow up). The Deputy Head teachers have responsibility for supply staff and will instruct them during a preliminary visit regarding the Health and Safety, Child Protection and safeguarding, confidentiality and Behaviour policies, and other pertinent information from the staff handbook. They will also be asked to familiarise themselves with the school's handbook which is available in the staffroom on the PC.
- 1.5 Cover for absences will be considered as follows:-
 - Admin provide the staffing list with absent staff to the Assistant/Deputy Headteachers
 - The Assistant/Deputy Headteachers check if cover can be managed internally;
 - The Assistant/Deputy Headteachers request the cover from Business Manager;

- Business Manager contacts cover and then advises the Assistant/Deputy Headteachers who is available to cover (without specifying placement);
- Deployment of staff is managed by the Assistant/Deputy Headteachers working with Key Stage Leaders to ensure most effective solution regarding managing need

2.0 Guidance for Supply Staff (see also Absence Management policy).

Teaching supply staff are expected to deliver the timetabled curriculum, however, in line with the health and safety policy they cannot take class groups on educational visits or swimming if they do not have a contract of employment. Each class in Abbey Court School has an average of three full-time assistants who will work under direction but may be working to a predetermined timetable set by the class teacher. Supply staff assume the duties (lunchtime, etc.) of the person they replace.

- a) Each class in Abbey Court School uses a standard storage system for records, with large lever arch files (for further detail see the Planning, Assessment, Recording and Reporting Policy). These are:
 - i. The Individual pupil portfolios (Red) and
 - ii. Teacher Planning file (Silver)
 - iii. contact books for each pupil

Pupil targets are displayed on the wall in each class. Electronic storage is also used. Supply staff will be granted access to this as appropriate.
- b) The **Teacher planning file** (ii) provides readily accessible information for supply teachers, including pertinent medical, primary care and personal information on each pupil. Further essential information includes the class and where relevant, individual timetables. The Individual Education Plans for all pupils provide information in quickly accessible form that also suggests areas of risk specific to each individual. Some pupils may also have Individual Behaviour Programmes which include risk assessments
- c) In the school network there is a 'Staff Handbook File' which contains the Abbey Court School's procedures. Particularly pertinent are the Health and Safety, Behaviour, confidentiality and Safeguarding policies and procedures. Supply staff must familiarise themselves with the handbook (There is also a file for curriculum documents in a 'Curriculum Handbook').
- d) Teachers on long term supply are expected to take responsibility for planning the curriculum that they are delivering and being involved in recording and reporting aspects as relevant. Duties may extend to attendance at staff meetings as appropriate and relevant. (Long term supply in this context refers to class teaching for half a term or more).

3.1 Completion of Supply Forms

Supply Staff must complete a Medway supply form unless employed with a contract. Forms are kept in the grey trays situated in the office and should be returned to the office for processing.

- 3.2 Supply forms should be submitted for passing on, by the last Friday of the month. If this falls within the last two days of a month then sooner would be appreciated in order for them to be processed and to allow for posting. Supply staff should complete supply claim forms both accurately and promptly.

Abbey Court School's expectations of supply staff

- 4.1 For supply purposes the length of sessions (other than full days) are:
a.m. 9.00 - 12.00 hours
p.m. 12.00 - 15.30 hours

Or as pre-arranged in consultation with the Deputy Head teacher

- 4.2 All supply staff must familiarise themselves with the Abbey Court School staff handbook, a copy of which is available electronically in the staffroom on the PC. The handbook details essential issues including school procedures, Health and Safety issues and safeguarding procedures
- 4.3 Teaching Assistant supply staff work under the direction of the class teacher, assuming the duties (lunchtime, etc.) of the person they are replacing.
- 4.4 Teaching supply staff are expected to deliver the timetabled curriculum. The teaching file should be accessible to them along with any relevant work, etc. They should assume the duties (lunchtime, bus duty etc.) of the person they are replacing.
- 4.5 As a member of the supply list, employment should not be seen as being on a continuous nature but rather on a day-to-day basis or contracted for an agreed time period. Therefore, Abbey Court is unable to guarantee regular continuous employment. Pay will be subject to statutory deductions in respect of tax and national insurance, and payment will be 1 month in arrears by credit transfer. All staff are expected to work within the policy and procedures of Abbey Court School. These are contained within the staff handbook copies of which are kept in the staff room on the PC.

Updated January 2022