



Cover Supervision Policy

September 2024

When a teacher is unable to teach their class or set, cover supervision may be provided by a Teaching Assistant. Cover supervision pay enhancement (a flat rate of £8 per hour, in addition to usual hourly rate) will be paid when the staff member is actively teaching.

Activities which would be classed as teaching:

- Whole class delivery of a lesson, prepared either by a teacher or planned by the staff member
- Teaching a P.E lesson within curriculum time
- Covering guided reading time if working with a group and whole class is present and the class teacher is not present

Activities which would not be classed as teaching:

- Supervision of a class, set or group for a period of less than 30 minutes
- Supervision of register when no direct teaching is taking place
- Supervision or teaching of small groups (less than ten children) within or outside the classroom
- Being present to supervise large group activities such as whole school reward DVDs
- Supervising groups being led by another person, eg. Bug Man visits, e-safety sessions with in-school or external professionals

When cover supervision takes place and is paid as such, the staff member should mark any written work and return the teaching space to the condition in which they found (tidy up if needed). Marking should conform to St. Saviour's Marking Policy and should not merely say 'TA Cover'. Marking of pupils' work should be done outside of pupil time (not during lessons) such as break, lunch, before 9.00am or after 3.15pm. Marking should be complete so that pupils can view marking comments the next working day.

An arrangement for cover supervision to take place can only be authorised by a Year Group Leader, Leader of Learning, the Deputy or Assistant Headteacher or the Headteacher.