

Teacher Relief 2019

IF YOU REQUIRE COVER FOR PRE-APPROVED ABSENCES (PD, TRIPS ETC)

As soon as you know about any absence, let the Manager of Teacher Relief know. Don't wait for the EOTC or PD process to be completed.

Email the Manager of Teacher Relief and copy in your HoD with the following:

1. Reason for absence
eg "I will be on a trip to the Museum with Yr 12 English"
2. Date(s) and time(s) of day you will be absent
eg "Wed Mar 20 8.40 to 1pm"
3. Precise code(s) of class(es) that will be absent (don't just say 12 ENGLISH)
eg "12ENG2a and 12ENG4c"
4. Any arrangements you have made for the class(es) that need cover. It is super helpful if you have a buddy who can take 8.40am roll call and/or 12.30pm ETT.
eg SMM has offered to take my roll call and p1 class for me.

You are responsible for organizing swaps for any duties that you will need covered.

Wherever possible, please avoid making medical or other appointments during school time.

IF YOU REQUIRE COVER FOR EMERGENCIES (SICKNESS, FAMILY EMERGENCY ETC)

As soon as you know you'll be away, **txt** the Manager of Teacher Relief (and HoD) with the basic info.
eg It's Fred here. My child is unwell and I'll be away tomorrow. Jack will take my p4 internal.

Then, **email** Manager of Teacher Relief and copy in your HoD with the following:

1. Reason for absence
eg "My child is unwell"
2. Time of day you will be absent
eg "8.40 to 1.45pm. I'll come in for p5 and 6 once my partner gets home"
3. Any special arrangements you have made
eg "Jack will take my p4 internal assessment and Jim will take my ETT with his group"
4. Acknowledge that all work etc is on the respective class OLE pages (or that you have organized someone to do this)

Depending on the emergency, not all of this can happen. Between your HoD, myself and your colleagues, we will work things out. The key is communicating clearly and in a timely manner. If we don't know, then we can't help you.

The Manager of Teacher Relief will organize cover for any duties for 'unplanned' absences such as sickness.

If you are feeling unwell the day before, it is better to tell me that day (sooner the better). I can cancel Relief easier than find Relief.

COVERING CLASSES FOR OTHER STAFF

As a community, there will be times when we will need to help each other out.

Staff who are under their agreed maximum allocation of teaching periods can expect to do that number of covers per 7-day cycle (on average) to bring them up to their maximum load. Staff who are on their maximum allocation should be used only in exceptional circumstances (once or twice a term).

Whilst every effort will be made to use staff on a day when they have more than one non-contact, or avoiding giving you cover on the same day and period each cycle, this is not always possible (apologies in advance if this happens to you).

You will be notified about cover as far as practicable ahead of time (ideally the night before). Please check your email first thing every morning for any last-minute additions.

When you get given a cover:

1. You will receive an email '*You have been selected for substitution*' (the person being covered will receive an email '*Substitution Allocated*' – don't get these two emails mixed up 😊).
2. It will appear on your Synergetic attendance roll and on your OLE timetable for that day.
3. Please be in the right place at the right time.
4. If there are any problems with the actual class (eg no work left for the students etc), please let the teacher and/or HoD know.

SPECIAL (PERSONAL) LEAVE

There may be times, when due to circumstances beyond their control, a staff member needs to apply for leave for personal reasons. In these situations:

- Apply to the Manager of Teacher Relief if it is for up to one day.
- Apply to the Principals if it is two or more days.

Special Leave can be paid or unpaid. Staff are recommended to speak with their HoD and Manager of Teacher Relief or Principal if they think they may need to apply. Staff should not expect to be granted Special Leave on a regular basis.

GENERAL INFO

- If you come across a class without a teacher, txt or email me. If possible, see if you can resolve the situation on the spot (if I am in class, I won't be able to respond immediately).
- Questions about teaching loads should be directed to your HoD in the first instance.
- If you have a meeting or similar planned during a non-contact, please let me know so that I can allocate cover to you at an alternative time.
- If you have any questions or concerns about Relief and Staff Leave, please let me know 😊

The Manager of Teacher Relief is located in the office behind Main Reception

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