Teacher Relief 2020 (as at May 12)

# 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.*

Then, **email** the Manager of Teacher Relief and **copy** in your HoD with the following **before 7am**:

1. Reason for absence

*eg “My child is unwell”*

1. 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”*

1. Any special arrangements you have made

*eg “Jack will take my p4 internal assessment and Jim will take my ETT with his group”*

1. Acknowledge that all work and instructions are 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 these ‘unplanned’ absences.

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.

# If you require cover for pre-approved absences (pd, trips, APPROVED LEAVE 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”*

1. Date(s) and time(s) of day you will be absent (not simply the periods that need cover).

*eg “Wed Mar 20 8.40 to 1pm”*

1. If it’s a trip where students will be off-site, please provide the precise code(s) of class(es) that will be absent (this is so I don’t put cover on those classes).

*eg “12ENG2a and 12ENG4c”*

1. Any arrangements you have made for the class(es) that need cover.

*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.*

# Covering classes for other staff

As a teaching 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 for cover only in exceptional circumstances (once or twice a term), as per SKTA Collective Agreement.

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 every 7-day 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 (before the start of school) 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 has been set for the students etc), please let the teacher and/or HoD know.

# Special (Discretionary) Leave

There may be times when a staff member needs to apply for leave for personal reasons (this includes things like weddings, graduations, sick leave in advance for operations etc). In these situations, speak to your HoD first and then chat with the Manager of Teacher Relief, who will be able to advise how best to make your application.

Up to one day of Special Leave can be approved by the Manager of Teacher Relief. Two to five days of Special Leave require the approval of a member of the Senior Leadership Team. More than five days of Special Leave for things such as travel require the approval of the Trust Board.

Special Leave can be paid or unpaid. It is granted in ‘exceptional’ circumstances. Staff should not expect to be granted Special Leave on a regular basis.

# FAQs

* *What do I do if I have to leave work urgently during the day?*

Follow the usual process, especially informing your HoD and/or nearest colleague. Between us we will sort your classes for you.

* *What do I do if I see a class doesn’t have a teacher?*

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).

* *I am being used for cover but I think I am on a full load. What should I do?*

Direct these questions to your HoD or DP SS Teaching and Learning in the first instance.

* *How do I avoid a clash of being allocated a cover when I have arranged a meeting?*

If you have a meeting or similar planned during a non-contact, please let me know ahead of time so that I can avoid allocating you cover at that time and any awkwardness that goes with that.

* *Should I tell anyone whenever I am going off-site?*

Yes, please. If you’re going off-site for any reason, it is good practice to ensure your HoD and/or Manager of Teacher Relief know. Until we have a different system in place, this information is of assistance should the campus go into lock-down or similar. Also, if you were going to be needed for cover, I will know not to put you on.

* *If I am away for a one-hour medical appointment, will I use a half-day of sick leave?*

No! Your day is divided into 6 equal parts. I record the time of day you have been at your appointment, meeting, event etc. Payroll then convert that to a percentage of your day and note it on your pay sheet accordingly. For example, you have an appointment from 1.45pm it will be closer to .33 of a day’s sick leave, NOT a half-day.

* *What sort of leave is there?*

The main types of leave that teaching staff use are: Sick Leave; Bereavement Leave; Jury Service Leave; ACC Leave; Special Leave (covers a range of things and can be paid or unpaid).

* *How much sick leave do I have?*

As per the SKTA Collective Agreement, Teaching Staff have 10 days of sick leave available each year, up to a maximum of 90 days. It is mindful to note that sick leave should be seen in a similar way to insurance ie ‘in case it is needed’, rather than ‘I’m entitled to it and need to use it all up’.

If you have any other questions or concerns about Relief and/or Staff Leave,

please let me know.

**During Covid-19 Alert Level 2, please also see Instructions sent to Staff by Russell on May 12.**

The Manager of Teacher Relief is located in an office near Main Reception.

Susan Mudford Phone: 021861963 Email: [susan.mudford@saintkentigern.com](mailto:susan.mudford@saintkentigern.com)