



Millfield English Language Holiday Courses (MELHC)

Cover for Academic Lessons and Staff Absence

Background

As a general rule, EFL teaching staff absence and cover arrangements should not have any negative effect on the delivery of lessons to students. As Senior Teachers do not generally teach a full timetable, they should be asked to cover lessons when needed. To ensure continuity, teachers should keep records of what they have taught electronically in a designated folder.

Planned Absence

1. Requests for planned time off should be made in writing before the start of the course.
2. For requests arising during the course e.g. job interview, the teacher should write to their Academic Manager who will pass it to the Director of Studies.
3. The Director of Studies will consider the request and see whether it can be accommodated.
4. If a request is approved, the information will be passed onto the Academic Manager so that cover arrangements can be made.
5. Prior to the absence, the teacher should discuss the class and their needs with the allocated cover teacher, any relevant information should be passed to the cover teacher.
6. The cover teacher should ensure that copies of lesson plans and materials used are made available to the class teacher on their return.

Unplanned Absence

1. The teacher should telephone their Academic Manager by 7.30 am on the morning they know they are going to be absent.
2. They should give details about the reason for absence and how long they think they'll be absent for. If they have planned resources for the classes, these should either be emailed to the Academic Manager or inform the Academic Manager where to find them.
3. The Academic Manager should identify the best person to cover each class and inform them as soon as possible. The first option should be a Principal Teacher or Senior Teacher who does not have a scheduled class to teach. Where necessary, the Academic Manager should assist in identifying resources to assist the cover teacher.



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4. There are teachers in non- teaching roles who can be asked to cover at short notice. In this case, the Academic Manager should approach the Manager of the department in which the teacher is based. The Director of Studies should be kept informed.

For 2018, the following people are available:

Molly Morris, Academic Admin. Assistant (Street)

Tony Jones, Pastoral Assistant (Street)

Robert Cunningham, Operations Co-Ordinator (Bruton)

5. For afternoon classes, the Academic Manager should liaise with the designated Senior Teacher to find cover.

Alternative Cover Arrangements

1. If there is long term absence or the absence will affect the ability of the Senior Teachers to carry out their designated duties, alternative cover arrangements must be considered.
2. The Academic Manager should raise the matter with the Director of Studies who will try to identify an alternative. This could include asking a locally based teacher or previous employee to help out or in extreme circumstances arranging agency cover. Any person employed for cover must be DBS checked and follow all MELHC policies and procedures.
3. Academic Managers should not be used for cover, except in the case of an immediate emergency when there is no alternative. If this happens, the Director of Studies should be informed immediately so that alternative plans can be made.

January 2018

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Next review due: June 2019