

Planning, PPA & Sickness Cover Expectations Policy

Purpose

This policy provides clarity and consistency regarding expectations for staff providing classroom cover at St John Lloyd RC Primary School. It seeks to ensure high-quality learning experiences for pupils whilst maintaining fair, reasonable and proportionate workload expectations for all staff.

The school recognises its commitment to minimising unnecessary workload, avoiding duplication of work and ensuring expectations remain proportionate to the nature of the cover being provided.

This policy applies to teachers and support staff employed or deployed to provide PPA, leadership release or classroom cover as part of their role.

1. Unplanned Absence - Sickness Cover

Sickness absence is often unforeseen and may require cover staff or supply teachers to provide cover at short notice.

In these circumstances:

- The priority is to maintain a safe, purposeful and productive learning environment.
- Cover staff will deliver learning using the planning, resources and guidance available through the Hwb Shared Area and existing school systems.
- Staff absent due to illness will not be expected to prepare additional work, planning or resources beyond those already reasonably available.
- Cover staff will not be expected to undertake additional planning at short notice.
- Where planning is unavailable or incomplete, professional judgement may be used to adapt learning using available resources.

2. Planned PPA Cover (Long-Term)

Regular PPA cover is a planned teaching commitment that supports continuity, progression and high-quality curriculum delivery.

Class Teacher Responsibilities

- Class teachers will provide learning objectives, key curriculum information, resources, links or a brief overview of learning to support continuity.

- Class teachers should ensure that relevant curriculum information and resources are accessible through school planning systems and schemes of work.
- Planning expectations should be proportionate and should not result in unnecessary duplication of work.

Curriculum Continuity

Lessons that are heavily dependent on previous teaching, ongoing assessment or sequential curriculum delivery are more appropriately retained by the class teacher to support continuity of learning.

Examples include:

- Mathematical reasoning and problem-solving sequences.
- Language-learning programmes where learning builds towards a specific outcome.
- Assessment-dependent lessons requiring detailed knowledge of pupil progress.

PPA Teacher Responsibilities

- PPA teachers are responsible for planning, preparing appropriate teaching resources and delivering learning for their allocated sessions as part of their agreed role.
- PPA teachers are responsible for organising resources and delivering effective teaching during their allocated sessions.
- Existing school schemes and resources should be used in the first instance. This includes Collins Maths, Collins Science, Mid term thematic planning , RSE, PE and agreed school curriculum resources.
- PPA teachers will contribute to marking and feedback in line with school policy for the lessons they teach.
- PPA teachers should communicate any significant achievements, concerns or safeguarding matters to the class teacher and relevant leaders/DSP as appropriate.
- PPA teachers are responsible for behaviour management and pupil welfare during the sessions they teach, in line with school policies.

3. Leadership & Professional Development Time Cover

Leadership time is a planned release arrangement to enable leaders to fulfil their strategic and operational responsibilities.

Class Teacher Responsibilities

- The class teacher remains responsible for the planning and sequencing of learning during leadership release time.
- The class teacher will provide appropriate planning, learning objectives, resources and curriculum information to enable lessons to be delivered effectively.
- The class teacher retains responsibility for assessment, recording of progress and curriculum coverage.

Cover Teacher Responsibilities

- The cover teacher will deliver the learning planned by the class teacher.
- The cover teacher will maintain the expected standards of teaching, learning and behaviour.
- The cover teacher will organise and use the resources provided to support effective lesson delivery.
- The cover teacher will not normally be expected to undertake planning beyond reasonable lesson preparation required for effective delivery.

4. Sickness Cover for PPA or Cover Staff

Where a PPA teacher or cover teacher is absent and a supply teacher is engaged:

- This will be regarded as short-notice sickness cover rather than planned PPA provision.
- The supply teacher will deliver learning using the planning, resources and information available through the class teacher and school online Hwb preplanning.
- Where planning is unavailable or insufficient, the supply teacher may adapt learning activities using professional judgement and available school resources.
- Class teachers will not be expected to create additional planning at short notice beyond what is already available through shared planning and established schemes of work.
- Existing schemes and resources, including Collins Maths, Collins Science, Mid-term thematic planning, RSE, PE and agreed school curriculum resources

5. Shared Expectations

For all cover arrangements:

- Staff will work collaboratively to support continuity of learning and positive outcomes for pupils.
- Expectations for planning, preparation, marking and assessment should be proportionate to the nature and duration of the cover.
- School leaders will seek to minimise unnecessary workload whilst maintaining high standards of teaching and learning.
- Professional judgement, flexibility and collaboration are expected from all staff.
- The focus in all circumstances should be on ensuring pupils continue to receive a high-quality education with minimal disruption.
- No member of staff should be required to undertake unnecessary duplication of planning already available through school systems or established schemes of work.

6. Workload and Professional Responsibilities

The school is committed to ensuring that expectations placed upon staff are reasonable, proportionate and aligned with recognised professional workload principles.

- Cover staff providing planned long-term PPA cover may be expected to plan, prepare and deliver learning as part of their agreed role. Existing school schemes, thematic planning and curriculum resources should be used in the first instance before creating additional planning materials. This includes Collins Maths, Collins Science, RSE and PE.
- Cover staff providing leadership & professional development time cover will deliver learning planned by the class teacher and will not be expected to undertake additional planning responsibilities beyond reasonable lesson preparation.
- Cover staff providing short-notice sickness cover will deliver learning using available planning, resources and information and will not be required to undertake substantial additional preparation at short notice.
- Staff absent due to sickness will not be expected to prepare additional planning or resources beyond those already available through school systems.

- Where planning responsibilities form part of a member of staff's role, appropriate access to curriculum materials, schemes of work and preparation time will be provided.
- No member of staff will be expected to undertake planning, preparation or assessment responsibilities beyond those reasonably associated with their role, allocated time and contractual responsibilities.
- School leaders will regularly review cover arrangements to ensure they support continuity of learning whilst minimising unnecessary workload for staff.

Overall Guiding Principles

Planned PPA Cover (Long-Term)

Long-term PPA cover is a planned teaching commitment. Responsibility for planning, preparation and delivery rests with the PPA teacher for the sessions they teach as part of their agreed role, making appropriate use of existing school schemes and curriculum resources.

Leadership & Professional Learning Time Cover

Leadership and professional learning time cover supports the delivery of learning planned by the class teacher. Responsibility for planning, curriculum coverage, assessment and the sequence of learning remains with the class teacher. The role of the cover teacher is to deliver the planned learning effectively, maintain continuity for pupils and uphold the school's expectations for teaching and learning.

Short-Term Sickness Cover

Short-term sickness cover is recognised as a short-notice arrangement. Expectations for planning and preparation will be adjusted accordingly. Cover staff will deliver learning using the planning, resources and information available through HWB shared areas. Staff absent through sickness will not be expected to undertake additional planning responsibilities.