



JEDDAH PREP AND GRAMMAR SCHOOL

Teacher Cover Policy

Planned absence

If a member of teaching staff is planning to be away from school for any reason, they must complete a Leave of Absence form which can be sourced from the HR department or SLT Members. This needs to be signed by a Line Manager, as appropriate, and returned to HR prior to the expected Leave. Teachers will be expected to identify which lessons they are absent for and whether cover has been arranged within the department or area. HR will send this document to staffabsence@jpgs.org.

Colleagues should not arrange swaps of lessons without authorisation by their Head of Phase who will then ensure that any authorised swap is entered onto Compass.

Cover for planned absences will be entered onto Compass and published by the Director of Studies.

Planned cover includes attendance at community events in support of children who attend JPGS.

Any planned Admission Assessments will need to be communicated to staffabsence@jpgs.org in order to not clash with set cover for the day.

Learning Walks should also be planned in advance and agreed with the Line Manager and Head of Phase. Where possible, cover should be arranged within the department or area. The Head of Department will be responsible for sending the arranged cover to the relevant cover teachers and uploading to Compass where possible.

Unplanned absence

If a teacher requires cover because they are not well enough to come to school or because of an emergency situation they should email staffabsence@jpgs.org by 6.30am on each day they are to be absent.

Cover will be set and published by the absent teacher or the Head of Department.

Please refer to the Staff Handbook for further information and HR procedures if a member of staff is off due to illness or an unplanned situation.

Managing cover

Except in an emergency, Prep School teachers will cover in the Prep School and Grammar School Teachers in the Grammar School. Those who teach across both phases may be used in either School.

Cover is allocated in the following way:

1. Teachers under their timetable allocation can expect to be asked to cover lessons up to their teaching allocation – if a teacher has an allocation of 24 periods a week but they are timetabled for 22 periods, they should expect to be asked to cover at least two periods a week.
2. All teachers can expect to be allocated to cover up to two lessons a week in addition to their teaching allocation. ECAs, duties and tutoring are not included in the allocation.
3. The School will try to avoid giving cover to a colleague who is timetabled for 5 periods in a school day.
4. The School will try to avoid giving cover to a colleague who has done 1 cover in a week but teachers can expect to do up to 2 covers.

It is the responsibility of the Teacher to set cover work and forward it to staffabsense@jpgs.org, it should also be copied to the Head of Department (Grammar) or Head of Prep.

Heads of Department (Grammar) or Head of Prep are responsible for ensuring that the cover teacher is in place and that the cover work is being completed.

Cover for Tutor Periods (Grammar)

Colleagues who have not been allocated a Tutor group should expect to be used to cover Tutors in the AM Tutor time. For consistency, if a Tutor is away for an extended period, then one colleague will be used to cover their group for the entirety of the absence.

Cover for duties

It is the responsibility of Heads of Department or Head of Prep to ensure that absent colleague's duties are covered within the department or area.

If there is an issue with covering duties in the Grammar School, HoDs should contact the Duty Team Leader for that day.

Meetings

It is a Whole School priority that Pupils' learning is paramount. Meetings should never be booked when a colleague is teaching and should never require cover.

Cover of lessons takes priority over meetings. Colleagues will be required to reorganise meetings if they are required for cover.

Questions or concerns

Any questions or concerns about the arrangement for and management of cover should only be directed to SLT. This is to ensure consistency and fairness.

Date of Review: September 2026	Reviewed and approved by: Headmaster, BoG
Date of next review: August 2028	