

Cover and Substitution Policy

inlingua Leeds understands that staff and teachers will need reasonable time off during their employment. However, inlingua Leeds must ultimately consider the consistency and quality of teaching and customer service and ensure that all roles are being done to a high standard.

inlingua Leeds will not cancel or significantly change any contracts or discriminate against any staff who require reasonable time off.

Individual pay and terms of holiday and sickness leave are detailed in contracts.

Teachers

Short term cover (holiday cover, short term illness cover etc.) of one week or less.

If a teacher is unable to teach due to illness, they must inform the management team as soon as possible. They must complete a sickness note once they return.

To get approved holiday, teachers must complete a holiday request form at least 4 weeks before their holiday. This must be approved by inlingua Leeds management. Taking an unapproved holiday will result in disciplinary action.

Primary cover is to be organised among the available teachers if possible. This will include any qualified members of support staff, such as the Administrator and inlingua Leeds management. Staff who are not qualified to teach a subject will not be asked to cover to maintain the quality of teaching.

In the case of all these of these people being unable to cover:

- inlingua Leeds management will review whether it may be possible to merge classes together temporarily. This course of action will only be taken if classes are sufficiently similar in aim and level to make the lessons worthwhile and relevant to all the students.
- If this is not possible, inlingua Leeds will contact third party cover from our agent, Principal Resourcing (Tel: 0113 8874380).
- In the unlikely case that Principal Resourcing are unable to provide a tutor, the class will be suspended temporarily and students either offered a catch up or a refund for the missed lessons.

Long term cover (long term illness, parental leave etc.) of more than one week.

If a teacher will be unable to teach for a longer period of time, inlingua Leeds management will need to consider the learning of the students in organising cover.

It may be possible for another member of inlingua Leeds staff to cover this absence and provide consistent, quality teaching to the students.

Created: 18/02/2019

Last Reviewed: 21/12/2023

To be reviewed: 21/12/2024

Management

If this will not be possible, it may be necessary for inlingua Leeds to replace that teacher either with a cover teacher or fully replace that teacher and place them on a different course upon their return. This is more likely in cases where a return date cannot be organised.

Staff

Support staff, such as admin, welfare and management staff will not require cover for short term illnesses and cover. Their tasks will be distributed among the other staff members equally until their return.

For long term cover, inlingua Leeds will need to consider whether those tasks can be done consistently and efficiently with the current team and expected workload. If necessary, inlingua Leeds will hire a cover staff member or a replacement and assign the returning staff member a role upon return.

Created: 18/02/2019

Last Reviewed: 21/12/2023

To be reviewed: 21/12/2024

Management