



English Tutor Cover Policy

Document No:	4.17 (EL)
Version Date	February 2026
Approved by	Academic Board
Policy Group	Academic Management
Version Number	V1
Next review due	February 2027

Version Control			
Previous Version	New or First Version	Date	Update/Notes
	V1	01-02-26	

Contents

1.	Introduction.....	3
2.	Aims	3
3.	Definition of Absence	3
4.	Specific conditions of cover	4
5.	Monitoring and Evaluation	4
6.	English Language Courses at TEC	5

1. Introduction

Trent Education Centre (TEC) is committed to delivering high quality English courses which support student achievement, progression and wellbeing. This includes a guaranteed continuity in teaching and academic support. This Cover Policy sets out a transparent framework for managing staff absence while minimising disruption, maintaining academic standards and safeguarding the student experience.

2. Aims

The aims of this policy are to cover planned and unplanned absence of academic staff where said absence may impact the continuity of teaching, assessment, supervision or essential academic administration.

The policy applies to all teaching staff, whether they are permanent or part-time.

3. Definition of Absence

For the purposes of this policy, absence refers to any period during which an academic member of staff is unable to deliver their classes.

This would include both planned and unplanned absence which could impact teaching, assessment, academic supervision, student support, or essential academic administration.

Absence may include, but is not limited to:

- Short-term or long-term sickness
- Maternity, paternity, adoption, or parental leave
- Compassionate or emergency leave
- Approved annual leave where it affects timetabled delivery
- Professional development, research activity, or external academic commitments
- Jury service or other statutory duties

Where such absence affects the delivery of Higher Education provision, appropriate cover arrangements will be implemented to ensure continuity of learning, protection of academic standards, and maintenance of the student experience.

4. Specific conditions of cover

Should cover be required, arrangements will be made taking into consideration the nature, duration and impact of the absence, minimising disruption to the student learning experience.

For short-term absence (up to one week), cover is always available as there is always an additional Tutor available who is not teaching and available take over a class if needed. Aside from an extra qualified teacher on the premises, another appropriately qualified Tutor can be contacted and asked to cover a class.

For long-term absence, a formal cover plan will be implemented, which will arrange for the extra qualified teaching member of staff to take over the lessons requiring cover, or another qualified English language teacher will be recruited temporarily. The cover plan may include the relocation of course responsibilities and the handover of documentation.

Any cover staff must be a minimum CELTA qualified teacher or equivalent and experienced in delivering the content of the course.

Where cover involves assessment and marking these will be subject to quality assurance processes in accordance with Trent Education Centre academic regulations.

When a class requires cover, students/learners will always be informed in a timely manner.

All cover arrangements will be documented and kept in line with Trent Education Centre's record-keeping procedures.

5. Monitoring and Evaluation

All cover arrangements implemented will be monitored by the Head of Quality, and the Programme Leader.

The effectiveness of cover arrangements will be monitored and reviewed through several quality assurance processes such as course evaluations and student feedback.

All records of cover arrangements are kept for audit and monitoring in accordance with the data retention procedures of Trent Education Centre; any issues will be addressed by the academic governance structures of TEC.

The Cover policy will be reviewed annually, or sooner if there are any changes in legislation or regulatory requirements.

6. English Language Courses at TEC

The two English language courses at Trent Education Centre currently are as follows:

NCFE Functional Skills Level 2.

Total hours of course	60
Duration of course	6 weeks
Frequency of classes	Two day a week.
Hours per day	5 hours
Number of students per class	Maximum 16

Ascentis ESOL

Total hours of course	270
Distribution of hours	120 Speaking and Listening 90 Writing 60 Reading
Frequency of classes	Two days per week
Hours per day	4 or 5 hours
Number of students per class	Maximum 16