



Education Department

LNCT/26A

EAST RENFREWSHIRE LNCT AGREEMENT
CODE OF PRACTICE ON THE DEPLOYMENT
OF SHORT TERM SUPPLY TEACHERS

Revised
May 2014

EAST RENFREWSHIRE LOCAL NEGOTIATING COMMITTEE FOR TEACHERS

Code of Practice on the deployment of Short Term Supply Teachers

1. Introduction

- 1.1 The aim of this Code is to establish good practice and clarify the procedures to be followed on the deployment of short term supply teachers, in line with SNCT guidance.
- 1.2 The Code recognises that there will always be a requirement for short term supply cover. It is designed to provide clarity of employment status and fair treatment in line with prevailing legislation whilst enabling the Council to manage its staffing requirements in a way that is responsive to service needs.
- 1.3 This agreement should ensure, as far as is practicable, the continuity of education provision and minimise situations where the same pupils are taught by numerous short term supply teachers.

2. Recruitment

- 2.1 The Council maintains a register of approved teachers for the purposes of temporary teaching cover.
- 2.2 Before being recruited to undertake work on a short term supply basis, short term supply teachers are required to complete a supply application form and have submitted suitable references along with the appropriate documentation to HR Direct. Teachers are required to have PVG scheme membership.
- 2.3 At the point of approval for registration to the list, all teachers registered on East Renfrewshire Council's supply list will be issued with the SNCT Code of Practice on the 'Engagement of Short Term Supply Teachers' and LNCT/26A.
- 2.4 There is no mutuality of obligation. There is no duty on East Renfrewshire Council to offer work and no requirement on the part of a teacher to accept work.
- 2.5 HR Direct will review the temporary teacher register annually. Teachers will be contacted and asked to confirm if they wish to remain on the register or be removed.

3. Short Term Supply

- 3.1 Short term supply is defined as an engagement where it is known at the outset that the total number of days of that engagement shall not exceed 2 days. Engagement will be on a daily basis, with short term supply teachers expected to undertake a limited range of tasks(*) as detailed in the SNCT handbook including:
 - teaching assigned classes;
 - correction of work, as part of ongoing class work;
 - maintaining a record of work;
 - promoting and safeguarding the health, welfare and safety of pupils;
 - working in partnership with support staff and other professionals in class; and
 - contributing towards good order in the school.

* The list of tasks that should not routinely be carried out by teachers include those outlined in Part 2, Appendix 2.6 of the SNCT Handbook.

- 3.2 Short term supply teachers should be advised, verbally, of the reason for the short term cover, the hours of work and the rate of pay. This should be confirmed in writing during the first day of engagement by the school using Part One of the form LNCT/26A Appendix 1.
- 3.3 The deployment of a short term supply teacher may occur in a number of circumstances when cover is required for absences, for example:
 - in service training/staff development/working groups;
 - short term special leave, for example, bereavement leave, jury duty;
 - short term sickness absence;
 - trade union duties arranged on an ad-hoc basis;
 - SQA duties; and
 - public duties arranged on an ad-hoc basis.
- 3.4 Short term supply teachers may be deployed for full pupil contact hours in any one day. Should this be the case the teacher should be made aware of this at the commencement of the engagement.
- 3.5 Where a short term engagement extends beyond 2 days, it will be important to manage the non class contact time appropriately. As stated in 3.4 above, a short term supply teacher may be deployed for full pupil contact hours in any day. Where their engagement extends beyond the initial 2 days, the non class contact time for the remainder of the week should be pro-rated for that week, but should disregard the hours worked when the short term supply engagement was undertaken.
- 3.6 All short term supply teachers will receive an automatic pay uplift of 10% in recognition of additional time spent on preparation and correction. This additional 10% is applied automatically by payroll onto the number of hours recorded as worked in the course of their short term engagement. (See LNCT/26A appendix 2).
- 3.7 A short term supply teacher will not normally be deployed for more than one discrete block of time in any day.
- 3.8 Short term supply teachers engaged on periods of work of 2 days or fewer will be paid on point 1 (point 0 if not fully GTCS registered) of the Main Grade Scale for each separate engagement.
- 3.9 The daily rate of pay for short term supply teachers is $\frac{1}{235}$ of the annual rate of salary. The hourly rate of pay is calculated on the basis of $\frac{1}{1645}$ of the annual rate of salary.
- 3.10 Where a short term supply teacher has been engaged on a single, continuous period of supply cover of 2 days or less and it becomes known that the engagement will go beyond the initial 2 day period, the rate of pay for the extension period will be the incremental point on the Main Grade Scale for which the teacher qualifies in accordance with Part 2, paragraphs 1.19 to 1.26 of the SNCT handbook. The incremental point is payable from the start of the first day after it is known that the engagement will go beyond 2 days. Furthermore, where the short term supply teacher originally appointed is unable to fulfil the remainder of the extended

engagement, any subsequent teacher appointed will fulfil the full range of teaching duties and be paid on the appropriate incremental point on the Main Grade Scale for which the teacher qualifies, provided more than 2 days remain of the engagement.

- 3.11 In circumstances where a part time or job share teacher provides cover for a class or classes they normally teach, that teacher will be expected to maintain the full range of duties and be paid accordingly, i.e. the appropriate incremental point on the Main Grade Scale for which the teacher qualifies for the full 7 hour day or pro rata equivalent.
- 3.12 Teachers undertaking short term supply cover will be paid on the same payroll cycle as teachers on permanent contracts. In order to facilitate payment, the short term supply teacher will complete a temporary teacher return form indicating the days/hours they have worked during the course of the short term engagement and submit this to the school office for processing. This in turn will allow completion of Part Two of form LNCT/26A Appendix 1 ensuring correct payment. The daily hours to be paid will then be entered onto the Click and Go system for payment and 10% uplift will be applied in accordance with 3.6 above.
- 3.13 Short term supply teachers will accrue annual leave on a pro rata basis to permanent teachers. Payment of accrued annual leave will be made at the end of each school term.

4. Application and Scope of Agreement

- 4.1 This agreement is in accordance with Part 2, Appendix 2.8 A of the SNCT Handbook of Conditions of Service.

5. Permanent Status

- 5.1 Permanent posts are open to teachers who have achieved the GTCS Standard for Full Registration. Movement to a permanent post will be open to short term supply teachers through the normal application process.
- 5.2 Teachers on short term supply will be provided with the same access to information on vacancies for permanent posts as is provided to existing permanent post holders. Posts are advertised on www.myjobscotland.gov.uk. Vacancy information can also be accessed through the Council's website.