

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

Revised  
August 2021



## **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 in 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 which reflects current 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 frequently taught by a variety of short term supply teachers.

#### **2. Recruitment**

- 2.1 The Council maintains and regularly updates a register of approved teachers for the purposes of temporary teaching cover.
- 2.2 The recruitment procedures for supply teachers are laid out in full in LNCT/19(f) /SC16(f).
- 2.3 The Education Department reserve the right to refuse the application for supply from any teacher who does not meet the required standard as determined by the aforementioned recruitment process.
- 2.4 Short term supply teachers will fulfil the duties set out in the SNCT Handbook, Part 2, Section 2, paragraph 2.2 in that they are required to be registered with the General Teaching Council for Scotland (GTCS) and are required to meet and maintain the Professional Standards which are set by GTCS Code of Conduct and to participate in the Scheme of Professional Update, in accordance with requirements set by GTCS. Teachers enjoy a position of professional trust and are accountable for the decisions and actions in their professional practice. Teachers should always act honestly, openly and with integrity and this includes full disclosure of all information pertinent to their appointment as a supply teacher at the application stage of recruitment.
- 2.5 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.
- 2.6 Once approved for registration on the supply list 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.
- 2.7 The supply teacher register will be reviewed annually. Supply 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 teachers are engaged on periods of work of 2 days or fewer. Pay will be calculated on the hourly rate as defined in the SNCT Handbook at Part 2, Section 1, paragraph 1.8 and described at 3.8 below. This pay rate is applied to the daily hours worked in accordance with Part 2, Appendix 2.8A of the SNCT Handbook as described in 3.3 below. The rate of pay will be the incremental point on the Main Grade Scale for which the teacher qualifies in accordance with paragraphs 1.19 to 1.26 of the SNCT Handbook. Engagement will be on a daily basis, with short term supply teachers expected to undertake a limited range of duties as detailed in the SNCT Handbook at Part 2, Section 2, paragraph 2.9 including:

- teaching assigned classes;
- correction of work, as part of ongoing class work;
- maintaining a record of work; and
- contributing towards good order in the school.

\* The Statement of Teacher Professionalism outlined in Part 2, Appendix 2.6 of the SNCT Handbook also applies to all short term supply teachers.

3.2 Short term supply teachers should be advised, verbally, of the reason for the short term cover and the hours of work.

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 A short-term supply teacher may be engaged to teach for the whole pupil day. A short-term supply teacher will not be deployed for more than one discrete block of time in any day. A discrete block of time will be a full day or half a day.

3.6 In all cases, the short-term supply teacher will be paid for actual class contact time plus 10% for duties carried out in the school such as correcting work as part of ongoing classwork, maintaining a record of work, and contributing towards good order in the school as agreed by the Head Teacher.

3.7 Where a part time teacher provides absence cover for a class or classes they normally teach, that teacher will be expected to maintain the full range of duties of a teacher and be paid accordingly. However, a part time teacher who provides absence cover for a class or classes they do not normally teach should be deployed in accordance with the provisions of the SNCT handbook set out in Section 4 below for the first 2 days of that engagement as per the SNCT Handbook Part 2, Section 2, paragraph 2.9 described in 3.1 above.

- 3.8 The daily rate of pay for short term supply teachers is 1/235 of the annual rate of salary. The hourly rate of pay is calculated on the basis of 1/1645 of the annual rate of salary.
- 3.9 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 timesheet 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 correct payment to be actioned through payroll. 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.
- 3.10 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 same time as hours worked.
- 3.11 When a short term engagement extends to long term contract it will be important to manage non class contact time appropriately. The reduction of non-class contact operates on a weekly basis. Where a long term engagement commences during a week, the pay provisions commence immediately. 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 being undertaken.

#### **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](http://www.myjobscotland.gov.uk). Vacancy information can also be accessed through the Council's website.