

Education and Learning Directorate
Procedures and Guidelines

Procedure for supporting Supply Teachers in Dumfries & Galloway Council's schools

2023

1. INTRODUCTION

- 1.1 Dumfries and Galloway's schools recognise the contribution that Supply Teachers bring. Supply Teachers and teachers on short-term temporary contracts play an important part in the delivery of Education and Learning in Dumfries and Galloway. Supply Teachers are required to provide absence cover, both short and long term. Supply Teachers provide much needed stability in times of long or short-term absence and the flexibility to respond to immediate requests for class cover. Supply Teachers are, by their nature, casual staff and are necessary for the efficient and effective delivery of education in our schools.
- 1.2 Dumfries & Galloway Council is committed to the fair and consistent treatment of all Supply Teachers engaged by the Council to undertake work on an ad hoc basis.
- 1.3 This procedure sets out a clear and transparent framework for supporting Supply Teachers across the local authority. This procedure sets out the steps to take to where concerns or complaints arise in the course of their work. The Council will ensure that its operation is underpinned by robust equalities practice.
- 1.4 Supply Teachers must maintain their GTCS Registration. The Professional Review and Development (PRD) process for all teaching staff should be undertaken on an annual basis. For teachers on fixed term contracts, PRDs will take place during their normal working week. Like all registered teachers, Supply Teachers must participate in the Professional Update (PU) process to ensure that their registration with the GTCS remains current.
- 1.5 Supply Teachers and Teachers on Short-term Temporary Contracts have the responsibility:
- To ensure that their personal details held on the GTCS online system are updated on an annual basis.
 - To ensure that they participate in the PRD process and maintain a portfolio of impact of their professional learning.
 - To engage in the 5 yearly Professional Update process. The annual Professional Learning Record will be a key component of their portfolio.
 - To update the GTCS system, with a record of their professional learning and their annual PRD objectives. It is good practice to upload any documentation to the teacher's GTCS account.
 - To contact their nominated reviewer, to organise their PRD, giving at least two weeks' notice.
 - To participate in relevant professional learning activities.

In order to support Supply Teachers employed in our schools all staff have a responsibility to:

- Adhere to the standards and procedures set out;
 - Raise concerns quickly, and seek to resolve issues informally and at as early a stage as possible;
 - Co-operate in all attempts to resolve any matters; and
 - Work in partnership throughout the procedure to achieve a positive outcome.
- 1.6 All concerns raised regarding Supply Teachers will be treated confidentially in accordance with the appropriate policy and procedures by those involved, with all

relevant information being held in accordance with Council's Record Management Retention Schedule and current data protection legislation.

- 1.7 This procedure will be updated through the Joint Chairs of the LNCT to incorporate any relevant change to legislation or best practice as required.

2. Procedure

Concerns regarding Supply Teachers' competence

2.1 At all points Supply Teachers may be accompanied at meetings by a companion, who may be a fellow employee; a trade union representative or an official employed by a trade union.

Informal Process

Where concerns are raised about a Supply Teacher's teaching competence, Headteachers or line managers should discuss issues which arise with the Supply Teacher at an early stage with a view to supporting the supply teacher to improve their standard in relation to the General Teaching Council for Scotland's (GTCS) Standard for Full Registration. Agreed supports in relation to the GTCS Standard for Registration should be discussed, planned and implemented as appropriate. Reference should be made to the LNCT Code of Practice on Teacher Competence. This should be no longer than 20 working weeks.

Where improvement requirements have been made, no further action will be taken.

Where improvement requirements have not been made, the **Formal Process** should be followed.

Formal Process

The Formal Process is invoked where improvement has not been to the standard required or where the Headteacher of a school has completed a report (Appendix 1) in conjunction with the Supply Teacher which will report on the relevant aspects of the Supply Teacher's performance, and this will be submitted to the Schools' Manager. The School's Manager will retain this information for a period of 12 months. If, during the 12-month period, further significant concerns are raised, the supply teacher will be advised that further concern(s) have been raised, the Schools' Manager will write to the Supply Teacher and their representative to arrange to meet with them and will agree a programme of support to allow for an appropriate period for the improvements to be made, normally up to 20 working weeks.

Should the necessary improvements not be made within the agreed timescales, the Schools' Manager will write to the Supply Teacher informing them that they have been removed from the Council's Supply Teacher Register (Appendix 2)

3. Appeal

The Supply Teacher may appeal the decision to remove them from the Council's Supply Teacher Register. The appeal will be heard by the Head of Education (Learning & Resources) or another appropriate senior officer. The Supply Teacher should submit their

appeal within 10 working days of receipt of the notification of removal from the Supply Register, and clearly set out the reasons for appeal.

The relevant senior manager will arrange for the appeal to be heard, and the Supply Teacher may be accompanied by a fellow employee; a trade union representative or an official employed by a trade union.

Within 5 working days of the meeting, the senior manager will issue a decision in writing, providing reasons for the decision. This decision is final.

4. Conduct

Should a Supply Teacher have acted in a manner that is of a level of seriousness that it raises concerns about their ongoing fitness to teach, it may be appropriate to consider disciplinary action. The Council's [Disciplinary Policy for Teachers and Associated Professionals](#) should be used. The Council should also notify the General Teaching Council for Scotland (GTCS). The GTCS Fitness to Teach Threshold policy should be referred to in this instance to assess whether this is required. In this event the Supply Teacher will be notified that the matter is being reported to GTCS.

Agreed by the LNCT
4 October 2022

SUPPLY TEACHER – CAUSE FOR CONCERN REPORT

The purpose of this report is to ensure that all involved are aware of progress of an individual Supply Teacher. Should there be any cause for concern regarding teaching practice, against the requirements of the GTCS Standard for Full Registration (SFR), it should be noted on the form below. In this way, the Supply Teacher will know the area(s) they have to concentrate on and the support strategies that will be put in place. This report should be seen as part of the formal process for maintaining the quality of Supply Teachers in Dumfries & Galloway Council's schools.

Name: _____ School: _____

GTCS Number: _____

Area of the SFR	Reason for Concern
	Actions Required:
	Actions Required:
	Actions Required:
Any other notes	

Signed: _____ (Headteacher) Date: _____

Signed: _____ (Supply Teacher) Date: _____

Please email the completed form to Rodger Hill, Schools' Manager – People at (Rodger.Hill@dumgal.gov.uk)

TEMPLATE – REMOVAL FROM THE SUPPLY TEACHER REGISTER

<Date>

RECORDED DELIVERY

PRIVATE & CONFIDENTIAL

<Addressee>

<Address>

Dear <Addressee>

REMOVAL FROM THE SUPPLY TEACHER REGISTER

I refer to the meeting held on <Insert Date> when your performance as a Supply Teacher was discussed. At the meeting you were represented/ declined to be represented by <Insert name>. I have considered all aspects of the Procedure for maintaining the quality of Supply Teachers in Dumfries & Galloway Council's schools was followed by the Council.

I determine that all available opportunities, both informal and formal, have been given to support improvement. Regrettably, there has not been an improvement in your teaching practice.

After careful consideration of this matter, the Cause for Concern Reports provided, and any mitigating circumstances, I have considered my options very carefully and have decided to remove you from the Dumfries & Galloway Council Supply Teacher Register with effect from <Date of decision >. You will receive a payment for any supply hours completed up to this date.

You may appeal the decision to remove you from the Supply Teacher Register. The appeal will be heard by the Head of Education (Learning & Resources) or another appropriate senior officer. You should submit their appeal within 10 working days of receipt of the notification of removal from the Supply Register, clearly setting out the reasons for appeal.

Yours faithfully

<Schools Manager - People>