

LNCT

Aberdeenshire Local Negotiating Committee for Teachers



Date: Nov 25

LNCT/25/06

Primary Cover Agreement

This agreement has been subject to review in 2025 by the LNCT Joint Secretaries and HR as part of a review of current Aberdeenshire LNCT Agreements.

LNCT Joint Secretaries

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Primary School Cover Agreement

1. Short term absence

If a teacher is absent for 3 days or less then the following may be used for cover.

A. Arrange for supply cover via [Teacher Booker](#) / look to any part time staff for additional availability if timetables allow. Please refer to the [LNCT Agreement on Short Term Supply](#)

B. Utilise management if non class committed

C. As a last resort it may be possible to redistribute a class amongst other year groups, always ensuring that the receiving class does not exceed the maximum number of pupils (25 for composite) or a classroom does not exceed maximum capacity. If this arrangement is put in place, work for distributed pupils must be provided by a member of SMT who has sufficient knowledge of class.

Owing to growing pressures in obtaining teaching staff, Head Teachers are increasingly having to resource cover from sources out with their normal teaching pool. The following sections describe where such flexibilities may and may not be used.

2. Vacancies

Where there is a vacancy, the expectation is that a [fixed term contract](#) would be used to fill the vacancy pending it being filled on a permanent basis.

3. Use of ASL Teachers for cover

ASL Teachers are allocated to schools to deliver pupil support and meet the ASN of pupils. ASL Teachers should only be used to cover class teacher absences in cases **where all other possible sources of cover have been investigated and exhausted**. If a ASL Teacher is to be used the Head Teacher should consult and inform the ASL Teacher, PT ASL, and cluster Head Teachers.

In such cases ASL Teachers who are secondary qualified teachers but are working as ASL Teachers in primary can be asked to cover a primary class on **an occasional basis only**. The GTCS is clear that teachers should only work in the sector in which they hold registration, unless they are working towards additional GTCS registration in that sector.

4. Temporary increase in hours of part time teachers

Part time teaching staff in the school can be invited to increase their hours to support the school during the period of absence. Likewise, if there is a neighbouring school with an absence a part time teacher can be approached and invited to undertake additional hours to support this absence in neighbouring school.

5. Use of non-class contact time teachers (NCCT)

NCCT teachers are integral to delivering the curriculum; they also ensure that teachers contractual obligations in terms of maximum class contact are met by providing NCCT cover. **In emergency situations they can be redeployed to cover an absent teacher but only where alternative arrangements are in place to provide NCCT cover for all classes on their timetable that day.**

6. Use of class teachers with student assigned for cover

Where a class teacher is assigned a student, then the teacher remains responsible for the teaching and learning within the class, the health and safety of pupils and for supporting the student. To fulfil those responsibilities, there should be no planned use of the class teacher as cover for other teachers.

There may be emergency situations where such cover is necessary, and a professional judgement should be made in relation to the student's development before leaving the student in charge of the class. Where such emergency cover is used the Head Teacher or other manager in the school becomes responsible for the class and supporting the student for periods of cover. Such emergency cover should be for a limited period only.

7. Long Term Absence

When the absence is known at the outset to be 4 days or longer and supply is not available for the duration of the absence, supply cover should still be sought to work around other SMT commitments and options listed above can still be utilised.

8. Sending children home

No arrangements to send pupils home can be made without prior discussion with QIO / QIM / Head of Service.