

LNCT

Aberdeenshire Local Negotiating Committee for Teachers



Date: Nov. 2025

LNCT/25/07

Aberdeenshire Secondary 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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Secondary School Cover Agreement

1. Cover Agreement

Absence cover will be provided:

- a) Immediately in the cases of advanced notice absences of more than 3 days
- b) After 3 days in the case of unplanned absences

This agreement is intended to minimise disruption to classes and to obtain, where possible, the most suitable and effective cover for absent teachers.

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 primary qualified teachers but are working as ASL Teachers in secondary can be asked to cover a secondary 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 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 undertake additional hours to support this absence. Payment would be made via timesheet for these additional hours.

5. 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.

6. Cover availability

Class teachers are available for internal cover where their timetabled teaching time is less than the maximum of 22.5 hours (pro rata for part time teachers). Please refer to 4.2, 4.3, and 4.4 from the current Working Time Agreement. Promoted members of staff have reduced class contact time to allow them management time to fulfil their duties. Please refer to 2.7 and 2.8 from the current Working Time Agreement.

7. Use of supply teachers

Arrange for supply cover via [Teacher Booker](#). Please refer to the [LNCT Agreement on Short Term Supply](#)