

## ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

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22 January 2026

Dear Colleague

**AJNCT/19  
Employment of Teachers on Short-Term Supply and Fixed Term Temporary Contracts (Amended)**

The Scottish Negotiating Committee for Teachers issued Circular SNCT/31 on 29 March 2004, which established a National Code of Practice on the Use of Temporary Contracts. Local Negotiating Committees were invited to reach a local agreement, based on the National Code of Practice, to replace the current arrangements under paragraph 8.5 of the Scheme of Conditions of Service.

AJNCT/19 was agreed and issued. This was subsequently amended at the meeting on 6 February 2013 and ratified by the Staffing Sub-Committee on 7 March 2013 (Report 167/13 refers).

Further amendments have been made to reflect alignment with national agreements and provide a protocol for the management of temporary teachers. This includes the use of short-term supply or fixed term contracts, clarity on pay arrangements, and any transfer to permanent posts.

This amended local agreement was approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 11 December 2025 and subsequently ratified by the Staffing Sub-Committee on 20 January 2026.

Yours sincerely

**NEIL LOWDEN  
MIKE CALLAGHAN**

Joint Secretaries

Enc.

cc: Chief Executive  
Director of Education and Lifelong Learning  
Director of HR, Digital Enablement and Business Support

## Appendix 1 to circular AJNCT/19 (Amended)

### **Employment of Teachers on Short-Term Supply and Fixed Term Temporary Contracts**

#### **1. Introduction**

This agreement sets out when to employ short-term supply teachers and teachers on fixed-term temporary contracts and the arrangements for the annual recruitment of teachers and teachers engaged on short-term supply.

It complies with SNCT Conditions of Service Handbook, Part 2, Appendix 2.8 (Code of Practice on the use of Temporary Contracts) and 2.8A (Code of Practice on Short-Term Supply); and should be read alongside the Annual Recruitment for Teachers Protocol (Appendix 2); and Short-Term Supply Teacher Protocol (available from the education service)

It will meet legal requirements set out in the Employment Rights Act 1996, as amended by the Employment Relations Act 1999 and the Employment Act 2002; the Part-Time Workers (prevention of Less Favourable Treatment); and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

Any engagement of 3 or more consecutive days in the same school is known as a fixed-term temporary contract.

Appendix 1 – Role of Head Teacher and the Council

Appendix 2 – Annual Recruitment for Teachers Protocol

Appendix 3 – SNCT Code of Practice on Short-Term Supply

Appendix 4 – SNCT Code of Practice on Use of Fixed-Term Temporary Contracts

#### **2. Purpose**

- Provides a mechanism for Head Teachers to provide for and maintain continuity of education provision;
- Ensures that every teacher recruited to undertake work on a short-term supply or fixed-term temporary contract is appointed fairly and transparently in accordance with fair selection, this agreement and in line with legislation;
- Establishes compliant and consistent practice and recording of the use of short-term supply and fixed-term temporary contracts;
- Establishes a mechanism for transfer of teachers from fixed-term temporary contracts to permanent employment;
- Ensures there is a means of identifying, addressing and recording the professional development needs, performance needs and any conduct matters of teachers employed on short-term supply and fixed-term temporary contracts.

#### **3. When to Use Short-Term Supply or Fixed-Term Temporary Teachers**

Short-term supply can be used when cover is needed for absences including: -

- In service training, staff development/working groups;
- Short-term special leave, for example, bereavement leave, jury duty etc.
- Short-term sickness absence;
- Trade union duties arranged on an ad-hoc basis;
- SQA duties and/ or public duties.

Fixed-Term Temporary Contracts can be used in the following circumstances

- where short-term supply continues beyond 2 consecutive days
- maternity leave;
- parental leave;
- adoption leave;
- career break;
- long-term sickness absence;
- secondment;
- sabbaticals;
- staffing from time limited funding; and
- pattern of recurrent work.

#### **4. Roles and Responsibilities**

The role of Head Teachers and the council is crucial in ensuring this agreement, the protocols and SNCT Codes of Practice for short-term supply and fixed- term temporary teachers are adhered to.

Head Teachers, school business managers, primary cluster administrators, education managers/service leaders, People & Organisation Development (POD), and Payroll should ensure they are clear on their roles and responsibilities which are set out in Appendix 1.

#### **5. Definitions**

##### **5.1 Short-Term Supply**

The length of an engagement will be for a period of cover for 2 consecutive days or less only.

Where it is known from the outset that the requirement for cover is likely to extend beyond 2 consecutive days in the same school a fixed-term temporary contract should be issued.

All arrangements for engaging short-term supply teachers are set out in the Short-Term Supply Teachers Protocol (available from the education service). All short-term supply teachers are held on a register and an agreement is issued to all teachers on the register. Engagements are arranged through Teacher Booker. With short-term supply work there is no obligation on the council to offer work, or for a teacher to accept work offered. Work is offered at short notice and on a daily basis. The reasons for each engagement should be explicit.

**Duties of a short-term supply teacher are:**

- teaching assigned classes;
- correction of work only as part of ongoing class work;
- maintaining a record of work;
- promoting pupil welfare and safety;
- collaborating with support staff;
- contributing towards good order in the school.

This includes covering classes during the class contact time of the school. Short-term supply teachers are not required for any collegiate time/meetings or attendance at parent's evenings.

The council will make available to all supply teachers the details of the Teacher Booker system, the AJNCT 19 and appendices.

Concerns about a short-term supply teacher's competence may be dealt with in line with the GTCS Framework on Teacher Competence. If there are concerns about conduct the Head Teacher should discuss them with the service leader. Any teacher raising a concern which cannot be resolved informally through discussion should raise this in writing with the Head Teacher or service leader.

## **5.2 Fixed-Term Temporary/Contracts**

These contracts are where cover is required for a period of more than 2 days and are effective when:

- 5.2.1 A teacher may have been engaged on a daily basis (on short-term supply) and the engagement is extending beyond 2 consecutive working days in the same school. A temporary contract is issued from day 3 onwards, **or**
- 5.2.2 It is known at the outset that the requirement for cover is likely to extend beyond 2 consecutive days in the same school a fixed-term temporary contract should be issued.

Where possible and where sufficient notice of the start date of the fixed-term temporary contract is given, the contract will be issued no later than the day the contract commences or as soon as possible after that.

Full teaching duties are undertaken, as set out in SNCT Part 2 section 2.8 payment and other conditions are in accordance with SNCT conditions of service. It should be noted service in a temporary contract counts towards continuous service.

The council will make available to all fixed-term temporary teachers the details of the Teacher Booker system, AJNCT 19 and appendices.

Concerns about a fixed-term temporary teacher's competence must be dealt with in line with Procedures for Dealing with Teacher, PT, DHT or HT Competence (AJNCT/34/29/30) and about conduct should be dealt with through Angus Council's Disciplinary Procedures for Teachers (AJNCT/11). Any teacher raising a grievance can do so through Grievance Procedures for Angus Teachers (AJNCT/10).

## **6. Specific Terms relating to Fixed-term Temporary Contracts**

Fixed-term temporary appointments are necessary for a variety of reasons. Throughout all stages of the recruitment process (e.g. advertising, interview, offer acceptance and issue of contract) the nature of the contract to be offered must be made clear.

It is important that the letter of offer and Statement of Employment Particulars clearly outlines the period of engagement including a specified expiry date and the reason for the contract. Where appropriate, it should also indicate:

- the maximum number of weeks/months or indicate the contract will terminate on completion of a specified task by no later than a specified date, e.g. where the contract is for a specific purpose, fixed-term temporary contracts should not exceed a period of 23 months,
- when the substantive teacher returns to duty or earlier, subject to a minimum of four weeks' notice (the notice period required for temporary contracts), e.g. where the return of a teacher from maternity leave is not known,
- or occurrence of a supervening event, e.g. when the substantive postholder returns to duty.

These important measures make sure the temporary teacher is clear about the nature of employment and that there is some flexibility built into the arrangement. Unless otherwise stated in the statement of employment particulars contracts will end at the end of the school session in June (the contract end date will be mid-August in line with SNCT).

This also protects a permanent teacher returning to his/her substantive job.

Temporary teachers will be treated no less favourably than permanent teachers, including access to appropriate induction, training and support.

## **7. Management and Administration of Arrangements and Recruitment**

The effective management of short-term supply and fixed-term temporary contracts is the responsibility of Head Teachers and the Council as set out in Appendix 1.

Other arrangements to be followed are set out in the:

- 7.1 Annual Teachers Recruitment Protocol (Appendix 2)
- 7.2 Short-Term Supply Teachers Protocol (available from the education service).

School Business Managers in Secondary Schools and Primary Cluster Administrative staff in Primary Schools who support Head Teachers may have a role in the management and administration of short-term supply and fixed-term temporary contracts. Arrangements will vary between secondary schools and primary schools and will be agreed with the Head Teacher.

## **8. Pay Arrangements**

Pay for short-term supply teachers and fixed-term temporary teachers is set out in Part 2 Section 1 and Appendix 2.19 of the SNCT Handbook.

Pay for short-term supply work of up to 2 days is one month in arrears. Time worked is either submitted via Teacher Booker or on a Timesheet. Holiday pay is accrued at the national rate of 0.201513 per day and paid monthly along with the salary for the work paid for that month (which is paid a month in arrears).

Pay for fixed-term temporary work made through Teacher Booker or on a Timesheet is a month in arrears. Holiday pay is accrued at the national rate of 0.201513 per day and paid monthly along with the salary for work paid for that month which is paid a month in arrears.

Timesheets can be used for continuous work up to 8 weeks.

Pay for fixed-term temporary work is the current month when the contract has been set up on the payroll system.

The schedule of pay periods, number of days paid in each month and payment dates are issued with the fixed-term temporary contracts.

Short-term supply and fixed-term temporary teachers can access their payslip online and will be able to see how many hours they have been paid for the period.

For short-term supply work if the teacher is unable to report for work, no pay for the unworked hours/days will be made and the engagement will cease due to no obligation on either side.

Teachers will potentially be eligible for sick pay if they are too sick to report for work, providing they have met necessary qualifying conditions. Absence should be reported to the Head Teacher and procedures in the Short-Term Supply Teachers Protocol (available from the education service) should be followed.

Work on short-term supply and fixed-term temporary arrangements counts towards calculating increments against a teacher's normal main grade scale as set out in SNCT Section 1. Payroll will determine the number of weeks work done by a short-term supply teacher and make payment where there is an impact on their main grade salary placing.

## **9. Arrangements for Career Long Professional Learning and Professional Review and Development**

Head Teachers will ensure that all teachers can access Career Long Professional Learning (CLPL) and teachers are encouraged to engage in CLPL opportunities available to them.

At least once per annum, a teacher employed on a fixed-term temporary contract will have the opportunity to meet with a Head Teacher to discuss and agree ways in which their CLPL and PRD needs will be met.

## **10. Annual Teacher Recruitment**

Appointment to primary school vacancies is set out in the Annual Teacher Recruitment Protocol (Appendix 2).

Recruitment in secondary schools takes place as part of an annual teacher staffing exercise, for posts starting in August. Posts becoming vacant during the school session will be advertised and recruited by individual Head Teachers, with the approval of the service leader.

## **11. Transfer to Permanent Contract**

Under the terms of the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 any fixed-term temporary contract, either singly or in succession beyond 4 years may automatically become permanent unless the council can objectively justify not doing so with a valid business reason.

The mechanism for this for primary teacher contracts is through the Annual Recruitment Teacher Protocol (Appendix 2). Secondary schools should coordinate through service leaders prior to making any decisions to offer permanent contracts to teachers on fixed-term temporary contracts.

## **12. Ending of Fixed Term Temporary Contracts**

All fixed-term temporary contracts will have an end date and a reason for termination e.g. covering maternity leave, time limited funding etc.

If the contract ends before the agreed end date, or the contract specifies notice is required, then the teacher must be notified in writing of the end of the contract by giving them contractual notice. In law ending a fixed-term temporary contract is a dismissal for "some other substantial reason".

Where the fixed-term temporary contract exceeds a period of 2 years the teacher will be considered for fair and reasonable redeployment to a suitable alternative post. The mechanism for this is the Annual Recruitment Teacher Protocol (Appendix 2).

Where redeployment is not possible, redundancy will be considered. However, fixed-term temporary teachers should not be selected for redundancy on the grounds of their employment status. Any selection for redundancy must be objectively justified and all redundancy protections considered and is set out in the Annual Recruitment Teacher Protocol (Appendix 2).

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**Roles and Responsibilities****Role of Head Teachers**

Their role is crucial in ensuring the Code of Practice is maintained and continuity of education provision provided. The Short-Term Supply Teacher Protocol should be followed at all times.

- a. They will ensure short-term supply arrangements are used only for the period of 2 consecutive days in the same school regardless of individual engagement of supply teachers during any absence.
- b. They will state the specific arrangement orally as set out in Section 1 of the SNCT Handbook, Part 2, Appendix 2.8A and ensure the arrangements are confirmed in writing at the outset of any engagement, including the hours to be worked.
- c. Take responsibility for arranging the daily renewal of engagements of up to 2 days.
- d. Ensure that the duties of short-term supply teachers do not extend beyond the duties set out in Section 1 of the SNCT Handbook, Part 2, Appendix 2.8A section.
- e. Ensure that where a short-term supply teacher is used for full pupil contact hours that this is clear to the supply teacher at the outset of the engagement. Payment is different in this situation and head teachers should seek authorisation from the council for payment in accordance with the provision of the SNCT Handbook in circumstances where a short-term supply teacher is asked to take on the full range of duties of a teacher before the engagement extends beyond 2 days.
- f. Ensure that where there is a pattern of recurrent work a fixed-term contract is issued.
- g. Ensure that in circumstances 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 provision of the SNCT handbook set out in Section 4, Part 2 Appendix 2.8A for the first 2 days of that engagement as per the SNCT Pay and Conditions Agreement.
- h. 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.
- i. Where concerns arise regarding the competence or conduct of a short-term supply teacher, the Head Teacher should report these to the service leader.

## **The Role of the Council**

The council has prime responsibility in ensuring short-term supply is managed efficiently and properly and will:

- a. Issue clear guidelines on supply teaching (the Short-Term Supply Protocol) when placing teachers on supply lists. In particular, those on supply lists should be provided with a copy of this AJNCT/19 and associated protocols, Code of Practice on the Engagement of short-term supply teachers and the Code of Practice on the Use of Fixed Term Temporary Contracts.
- b. Ensure that engagements are confirmed in writing by the supply teacher and Head Teacher or nominated manager. This will take place through Teacher Booker.
- c. Ensure clear mechanisms for recording deployment as short-term supply and deployment on fixed-term contracts.
- d. Support these by clear pay mechanisms and
- e. Ensure that service as a short-term supply teacher counts in full for pay increments, as set out in the SNCT Handbook, Part 2, Section 1 paragraphs 1.11 to 1.26.

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## Appendix 2

### Annual Teacher Recruitment Protocol

This protocol outlines the approach to appointing teachers in primary schools to vacant posts ensuring transparency, fairness, and alignment with SNCT conditions, SNCT Codes of Practice and the AJNCT 19 Employment of Teachers on Short-Term Supply and Fixed-Term Temporary Contracts.

Secondary schools are responsible for managing their recruitment to vacant posts throughout the school session and in preparation for new school session. Individual Head Teachers lead the advertising and appointment process.

#### 1 Annual recruitment timeline

The timeline with the key stages of the recruitment cycle must be followed to ensure consistency and transparency across all schools. Annual recruitment runs from January to August each year.

Stage	Responsible Team	Dates Completed By
Class configuration requests and returns	E&LLL	End January
Review temporary contracts (current)*	E&LLL	End January
Review permitted requests for contractual changes	E&LLL	End January
Advertisement release and closing dates	E&LLL/POD	End March
Shortlisting and interview scheduling	E&LLL	Mid May
Moderation and matching exercises	E&LLL	End May
Job allocation and notice periods	E&LLL/POD	End May
Recruitment document checks - references	School/Referees	End June
Recruitment document checks (right to work, references continued and PVG)	E&LLL/POD	End July
New start/change notification to People & OD (no later than 10 August for payment in August)	E&LLL	10 August
Issue of contracts of employment & payroll notified (no later than 10 August for payment in August)	POD	10 August

\*Only after consideration of temporary teachers with more than 2+ years' service and any teachers eligible for a permanent contract, should internal recruitment advertising take place. Teachers who are a priority on the Redeployment Priority and Redundancy Priority list/s below must be considered first for vacancies before the internal annual recruitment takes place.

## **2 Those eligible to apply for internally advertised posts**

- Angus Council employees who are GTCS registered
- Newly Qualified Teachers
- People on the Supply Register: if they have completed at least one day short term supply work in the current school session, with Angus Council, prior to the closing of the advertisement
- Angus Council employees who are GTCS registered applying for more than a 0.2 FTE increase in working hours per week.

## **3 Permitted Requests for Contractual Changes**

### **3.1 Increase in Contracted Hours**

Requests to increase contracted hours from permanent and fixed-term temporary employees in the next new school session, as set out below will be considered prior to advertisement. All requests are subject to operational requirements as set out in AJNCT 35 Flexible Working Policy. If a request to increase contracted hours is approved, the additional hours may be allocated at a different school depending on operational requirements. Routes to apply are:

- Increase Up to 0.2FTE: Apply in writing to the Service Leader as set out in the AJNCT 35 Flexible Working Policy
- Above 0.2FTE: Apply through the annual recruitment advertisement.

### **3.2 Request to change school due to health**

Request to change school/job (this would be a contractual change) identified as a reasonable adjustment connected to a health concern, in line with the Supporting Attendance Policy & Procedure, and involving typically the Head teacher and/or People & OD, will be considered and should be submitted to the relevant Service Leader prior to advertisement.

### **3.3 Request to change school for personal reasons**

Requests to change school for personal reasons (this would be a contractual change) will be considered and should be submitted to the relevant Service Leader prior to advertisement.

## **4 Eligibility for a Permanent Contract**

The SNCT - Part 2 Section 9.13: Councils should only appoint teachers who meet the Standard for Full Registration (GTCS) to permanent contracts.

Under the terms of the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 any fixed-term temporary contract, either singly or in succession beyond 4 years may automatically become permanent unless the council can objectively justify not doing so with a valid business reason.

To ensure legal compliance and good practice, Education and Lifelong Learning will:

- Set up a system to monitor and report on all fixed-term temporary teaching contracts
- Advise and discuss with People & OD those contracts / teachers who are approaching the two-year and four-year threshold
- Ensure timely review and transition to permanent contracts where applicable

## **5 Managing Temporary Contracts – Redeployment & Redundancy Considerations**

Teachers with 2+ years of continuous service must be considered for redeployment to vacant posts before internal and /or external recruitment and in a redeployment and/or redundancy situation, employees must be considered for suitable alternative employment in the following priority order:

### **Priority 1 Pregnancy and Maternity Leave**

- Protected period: From the date the employee notifies pregnancy to 18 months post-birth
- Stillbirth/Miscarriage: Protection varies by gestational age

### **Priority 2 Adoption and Shared Parental Leave**

- **Adoption Leave:** Protection starts on the first day of adoption leave and lasts 18 months from the date the child is placed for adoption
- **Shared Parental Leave:** Employees who have taken at least six consecutive weeks of shared parental leave must be prioritised for suitable alternative employment in redundancy situations, with protections lasting up to 18 months from the child's birth or placement.

### **Priority 3 Neonatal Care Leave (Effective April 2025)**

- Employees who have taken 6 consecutive weeks of neonatal care leave must be prioritised for suitable alternative vacancies in redundancy situations, with protections lasting up to 18 months from the child's birth.

### **Priority 4 Disability (Equality Act 2010)**

- Must be reasonably accommodated.
- Selection criteria must not disadvantage disabled employees unless justified.

### **Priority 5 Other Protected Characteristics (Equality Act 2010)**

- Includes age, race, religion, sex, sexual orientation, gender reassignment, marital status.

## **6 Breaks in Service**

A break in service refers to an interruption in continuous employment that may affect a teacher's eligibility for certain entitlements, such as redundancy protection or progression to permanent status. For redundancy and permanency purposes, a break in service is typically recognised when the gap between contracts exceeds 2 calendar weeks, excluding school holidays.

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## Appendix 3

### Extracted from SNCT Code of Practice on Short-Term Supply - Appendix 2.8 A

Short-term supply teaching is defined as a period of cover teaching for 2 days or fewer. This Code of Practice sets out the basis of engagement of short-term supply teachers. Supply teaching is where teachers may be offered work on a short-term temporary basis, generally with little notice. Short-term supply teachers will fulfil the duties set out in the SNCT Handbook (Part 2, Section 2, paragraph 2.2).

#### **(1) Terms of Engagement of Short-Term Supply Teachers**

The arrangements for engaging short-term supply teachers should be as follows:

- a. In every short-term supply engagement there can be no mutuality of obligation; there is no duty to offer work and no requirement to accept work. Engagement should be on a daily basis.
- b. The reasons for each engagement should be made explicit.
- c. Where it is known at the outset that the requirement for cover is likely to extend beyond 2 days a fixed-term temporary contract (in accordance with the SNCT Code of Practice on the Use of Fixed-Term Temporary Contracts) and any relevant LNCT Agreements should be issued.
- d. The deployment of a short-term supply teacher may occur in a number of circumstances when cover is required for absences including:
  - 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
  - public duties

#### **(2) The Role of Head Teachers**

The Head Teacher has a crucial role in ensuring the Code of Practice operates smoothly and in maintaining, as far practicable, the continuity of education provision. The Head Teacher shall ensure that, within the constraints of the SNCT Pay and Conditions Agreement, the circumstances in which pupils are taught by different short-term supply teachers should be limited and should not exceed 2 days regardless of individual engagement of supply teachers during any absence.

The Head Teacher shall:

- a. State the specific arrangement orally as set out in Section 1 above and ensure the arrangements are confirmed in writing at the outset of any engagement, including the hours to be worked.
- b. Take responsibility for arranging the daily renewal of engagements of up to 2 days.

- c. Ensure that the duties of short-term supply teachers do not extend beyond the duties set out in the SNCT Handbook (Part 2 Section 2, Paragraph 2.2). Head Teachers may, however, require short-term supply teachers to cover classes during the class contact time of the school. During a short-term engagement Head Teachers may deploy the supply teacher for full pupil contact hours but this deployment should be clear to the supply teacher at the outset of the engagement. Authorisation should be sought from the Council for payment in accordance with the provision of the SNCT Handbook in circumstances where a short-term supply teacher is asked to take on the full range of duties of a teacher before the engagement extends beyond 2 days.
- d. Ensure that where there is a pattern of recurrent work a fixed-term contract is issued.
- e. Ensure that in circumstances 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 SNCT Handbook, Part 2, Appendix 2.8A Section 4 for the first 2 days of that engagement as per the SNCT Pay and Conditions Agreement.
- f. 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.

### **(3) The Role of the Council**

The Council has prime responsibility in ensuring short-term supply is managed efficiently and properly and shall:

- a. Issue clear guidelines on supply teaching when placing teachers on supply lists. In particular, those on supply lists should be provided with the Code of Practice on the Engagement of Short-term Supply Teachers and the Code of Practice on the Use of Fixed-Term Temporary Contracts and, where applicable, relevant LNCT agreements.
- b. Ensure that engagements are confirmed in writing signed by the supply teacher and Head Teacher or nominated manager.
- c. Ensure clear mechanisms for recording deployment as short-term supply and deployment on fixed-term contracts.
- d. Support these by clear pay mechanisms.
- e. Ensure that service as a short-term supply teacher counts in full for pay increments, as set out in the SNCT Handbook, Part 2, Section 1 paragraphs 1.11 to 1.26.

#### **(4) SNCT Handbook**

The SNCT Handbook sets out the provisions for short-term supply teachers as follows:

- a. Pay – SNCT Handbook, Part 2, Paragraphs 1.5 to 1.7.
- b. Duties – SNCT Handbook, Part 2, Paragraph 2.2.
- c. Working Year, Working Week – SNCT Handbook, Section 3, paragraphs 3.2 and 3.3.

**Extracted from SNCT Code of Practice on Use of Fixed Term Temporary Contracts**

**1. INTRODUCTION**

- 1.1 The aim of this Code of Practice is to establish good practice on the use of fixed-term temporary contracts. Fixed-term temporary contracts will be issued for engagements which extend beyond 2 days. Teachers on fixed-term temporary contracts will fulfil the full range of duties of teachers and will be engaged for 35 hours per week or on a pro rata basis according to the contract.
- 1.2 The SNCT recognises the important contribution made by teachers on fixed-term temporary contracts, many of whom go on to hold permanent contracts. The SNCT believes that it is essential that teachers on fixed-term temporary contracts are treated in the same way as permanent staff and given access to appropriate induction, training and support.
- 1.3 The Code of Practice takes into account the Employment Rights Act 1996, as amended by the Employment Relations Act 1999 and the Employment Act 2002, as well as Part-Time Workers (Prevention of Less Favourable Treatment) and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

**2. PURPOSE**

- 2.1 The purpose of the Code of Practice is to enhance the principles of a professional service by helping councils to manage their staffing requirements in a co-ordinated and structured way. This must be responsive to service needs whilst, at the same time, providing teachers with access to secure employment opportunities, wherever possible.
- 2.2 The Code of Practice aims to ensure that employees on fixed-term temporary contracts are not treated less favourably than permanent employees.
- 2.3 It is recognised that there will be teachers who may be employed on fixed-term temporary contracts for significant periods of time. In such cases the letter of appointment must clarify the expected length of appointment or the event that will bring a contract to an end.

**3. FIXED-TERM REQUIREMENT**

The SNCT recognises that a council may need a teacher to work other than on a permanent basis.

- 3.1 Where it becomes clear that the need for a temporary replacement is likely to be ongoing or lengthy, then the individual should be issued with a fixed-term temporary contract as set out in 3.2 below.
- 3.2 Where it is known from the outset the reasons for the temporary requirement and its likely duration or in circumstances set out in 3.1 above, a fixed-term temporary contract of employment will be issued as soon as possible, specifying entitlement to pay and conditions of service and detailing the expected duration and reason for the appointment.

3.3 A fixed-term temporary contract will have a clear end date which relates to:

- a specified expiry date;
- the completion of a specified task;
- the occurrence of a supervening event;

3.4 The use of a fixed-term temporary appointment may be made in a number of circumstances including the following:

- maternity leave;
- parental leave;
- adoption leave;
- career break;
- long-term sickness absence;
- secondment;
- sabbaticals
- staffing from time limited funding; and
- pattern of recurrent work

#### **4. RECRUITMENT**

4.1 Every teacher recruited to undertake work on a fixed-term temporary basis will be appointed in accordance with that council's recruitment procedures.

4.2 Following this process, such teachers will be placed on a register of approved teachers maintained for these purposes.

#### **5. TRANSFER TO PERMANENT STATUS**

5.1 Movement to a permanent post will be open to temporary teachers through normal application. Temporary teachers should be provided with the same access to information on vacancies for permanent posts as is provided to existing permanent post holders.

5.2 Transfer to a council's permanent staff will also be through arrangements agreed by the LNCT.

5.3 Under the Fixed-Term Employees Regulations 2002 any temporary contract extended beyond four years will be made permanent, unless the authority can objectively justify not doing so.

5.4 Fixed-term temporary employees should not be selected for redundancy on the grounds of their employment status. Any selection for redundancy must be objectively justified.

#### **6. SNCT HANDBOOK**

6.1 The pay, duties and hours of work of teachers on fixed-term temporary contracts shall be set as for teachers (other than short-term supply teachers) as set out in the SNCT Handbook.