



Terms of Engagement of Supply Teacher on Fixed Term Contract

Terms of engagement on a fixed term contract will be issued when short-term supply engagements are extended beyond 5 days, or from day 1 of an engagement when it is known at the outset that cover will be required for more than 5 days, but less than 8 weeks. If contracts require to be extended beyond 8 weeks an Amendment to Contract Form must be completed and sent to the appropriate Area ECS Manager for approval for a temporary contract and statement of particulars to be issued. Once approval is provided by the Area ECS Manager, the Amendment to Contract Form will be forwarded to the ECS Staffing Unit.

Supply teachers on fixed term contracts will be paid on their individual salary assessed pay scale point and for a maximum of 35 hours per week (including 12.5 hours non contact time, calculated as 55.5 5% of contact time).

The supply teacher on a fixed term temporary contract will be expected to carry out the full range of duties of a teacher as set out in the SNCT Handbook of Conditions of Service.

Pay for accrued leave will be paid along with normal salary payments each month.

The following must be completed at the outset of the fixed term of engagement:

Name of School:	
Name of Supply Teacher:	
Employee Number:	
Specific reasons for engagement:	
Dates of Engagement (from/to):	
Expected length of contract or event that will bring the contract to an end:	
Total hours of work per week:	
Signature of Head Teacher (or representative):	
Signature of Supply Teacher:	

Note: If an engagement is extended beyond original dates, a new form must be completed.

A copy of this signed document should be given to the supply teacher and the original should be retained by the school.

A salary claim form (PY15T) must also continue to be completed and submitted to the ECS Staffing Unit.