

Highland Council
Changes to Conditions of Service for Teachers – 2011

Information and Guidance for Supply Teachers

Introduction

Revised terms and conditions for teachers come into force during 2011/2012. The purpose of this guidance is to highlight in brief the key changes which apply to supply teachers, and to provide you with a summary of the changes. Full details of these changes are provided in the SNCT Handbook which is available on-line at www.snct.org.uk and within schools.

Short Term Supply / Fixed Term Temporary Contracts

From 1st August 2011, there are two different types of supply work : short term supply and fixed term temporary work. It should be noted that although these changes are effective from 1st August 2011 for teachers across Scotland, they will not be implemented in Highland until 1st September 2011.

Section A - Short Term Supply

You will be employed on short term supply when the period of work you are engaged for is 5 days or fewer. Engagement should be on a day to day basis, and you will be expected to undertake the following range of duties:

- teaching assigned classes
- correction of work, as part of ongoing class work
- maintaining a record of work
- promoting and safeguarding the health, welfare and safety of pupils
- working in partnership with support staff and other professionals in class
- contributing towards good order in the school

(Refer to SNCT Handbook, Part 2, Section 2, Main Duties, Paragraph 2.2)

Short term supply teachers will work on a daily basis up to a maximum of 25 hours per week, with a maximum class contact time of 22.5 hours, and 2.5 hours of non class contact time.

Short term supply teachers will be paid on point 1 (point 0 if not fully registered) of the Main Grade Scale for each period of supply work, with pay calculated on an hourly rate basis. Details of hourly and daily rates for supply teachers are provided at the end of this guidance note.

New salary claim forms have been produced which are designed to separately record short term supply (1 – 5 days) and long term supply. These are available from schools and a copy of the form is also provided as part of this guidance note. **New forms should be used with effect from 1st September 2011. Old style forms cannot be used after 31st August 2011 and it is essential that all hours worked up to 31st August 2011 are claimed by you at the end of August.**

It is very important that you are clearly advised by head teachers of the reasons for the short term cover (e.g. the prescribed purpose such as absence, CPD), the hours of work and that you are advised of the rate of pay (i.e. point 1 on the scale, or point 0 if the you are not fully registered). In addition, you should be clearly informed that you are engaged on a daily basis, and immediately advised of any change to the terms of your engagement. A new Code of Practice (*SNCT Handbook, Part 2, Appendix 2.8A*), on the engagement of short-term supply teachers states that the engagement should be confirmed on a daily basis with the teacher and that the specific arrangements are confirmed in writing at the outset. A template form (**Appendix A1**) is attached for this purpose and should be completed when you arrive in school for short-term supply work.

Finally, there should be clear communication between the school and you about when the work is likely to stop.

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Job share or part time teachers could also be engaged on short term supply work. When considering this situation, the main consideration is the teacher's substantive post.

In circumstances where a job share or part-time employee is offered additional hours to teach in a class other than their own and the duration of the engagement is less than 5 days, short term supply provision would apply for the additional hours worked. This means payment at SCP1 for every class contact hour worked (or SCP0 if the teacher is not fully registered).

If the job share or part-time teacher is working extra hours teaching their own class, this would be considered a continuation of their work and **not** classed as short term supply. Payment under these circumstances would be paid at the teacher's main grade scale salary point, with the expectation that the teacher would undertake all the duties associated with the class, for which payment would be made on the basis of 35 hours per week for 1.0 full time equivalent.

Section B - Fixed Term Temporary Contracts (Long Term Supply)

You will be employed on a fixed term temporary contract when the period of work you are engaged for is known at the outset to be greater than 5 days in duration or where short term cover is extended beyond 5 days, i.e. from day 6 onwards. Teachers on fixed term temporary contracts will be engaged for 35 hours per week, or a pro-rata basis according to the needs of the service, with a maximum class contact time of 22.5 hours for 1.0FTE. Please note that where short term cover is extended beyond a 5 day period, the first 5 days will be paid at the short term supply rate.

Teachers on fixed term temporary contracts will fulfil the full range of teacher duties as detailed in the handbook;

- teaching assigned classes together with associated preparation and correction
- developing the school curriculum
- assessing, recording and reporting on the work of pupils
- preparing pupils for examinations and assisting with their administration
- providing advice and guidance to pupils on issues related to their education
- promoting and safeguarding the health, welfare and safety of pupils
- working in partnership with parents, support staff and other professionals
- undertaking appropriate and agreed continuing professional development
- participating in issues related to school planning, raising achievement and individual review
- contributing towards good order and the wider needs of the school

(Refer to SNCT Handbook, Part 2, Section 2, Main Duties, Paragraph 2.3)

Fixed term temporary contract teachers will be paid at their main grade salary scale point during the period of the engagement and a template form (**Appendix A2**) is attached for completion when a teacher arrives in school where it is known at the outset that the need for cover is longer than 5 days but less than 8 weeks, or where short-term cover is extended beyond 5 days.

As already indicated, revised salary claim forms should be used to separately record short term supply (1 – 5 days) and long term supply. These are available in schools and **must used with effect from 1st September 2011.**

For all periods of supply work, Head Teachers will have to ensure that you understand the basis on which you are being asked to work, i.e. either short term, day to day – paid at point 1 on the scale and for maximum of 25 hours per week, or longer term – paid at your normal salary point and for maximum of 35 hours per week. In addition, you must understand the duties you would be expected to carry out for each period of engagement.