



### Terms of Engagement of Short-Term Supply Teacher

Short term supply teaching is defined as a period of cover teaching for 5 school days or fewer.

Ongoing engagement of up to 5 school days should be confirmed on a daily basis by both the supply teacher and Head Teacher (or representative).

All short-term supply teachers will be paid on point 1 of the main grade scale (point 0 if not fully registered) and for a maximum of 25 hours per week (22.5 hours contact time). Non contact time is calculated as 11.1% of contact time.

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

**The list of duties for a short-term supply teacher are set out below.**

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

**The following must be completed for each engagement:**

<b>Name of School:</b>	
<b>Name of Supply Teacher:</b>	
<b>Employee Number:</b>	
<b>Specific reasons for engagement:</b>	
<b>Dates of engagement:</b>	
<b>Detail total hours of engagement if less than a full-day:</b>	
<b>Signature of Head Teacher (or representative):</b>	
<b>Signature of Supply Teacher:</b>	

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.