

EAST RENFREWSHIRE LNCT AGREEMENT

NOTES OF GUIDANCE ON THE EMPLOYMENT OF SHORT TERM TEMPORARY TEACHERS

The notes refer to those situations where a temporary teacher is asked to cover for part of a day or for one or two days at most. They also deal with the situation where cover extends beyond this. The guidance will be applied across all East Renfrewshire schools.

1. Where a short term temporary teacher is to be employed for less than 7 hours, the number of hours to be worked must be made clear by the school/authority and must be agreed by the teacher at the time of booking. This agreement should take into account time for class contact, and any further time required for orientation, or for preparation or correction.
2. When a temporary teacher, covering for one or two days at most, is to be paid for 7 hours, they will be expected to cover the full range of duties as appropriate i.e. teaching, preparation, correction and contribution to whole school/collegiate activity such as additional curriculum development or extra-curricular activity.
3. Because of the in/out nature of short term supply work, most tasks beyond class cover will require to be completed on the school premises and during the time that the supply teacher is in the school. However, corrections, for example, may be done at a time and place of the teacher's choosing and returned, by arrangement, the following day.
4. Where cover extends beyond one or two days, temporary teachers will normally be employed, and paid, for a complete day session of 7 hours. Temporary teachers are expected to undertake all of the contractual commitments applying to permanent teachers i.e. preparation, correction and collegiate duties.

LNCT
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