



2 May 2014

**LNCT 14/04**

**Agreement on Short Term Supply**

Dear Colleague

The following changes have been agreed in relation to the engagement of short term supply teachers with effect from 1 April 2014.

- All periods of cover that are expected to last 2 days or fewer will now be defined as short term supply.
- During these short term supply engagements teachers will be engaged for the full pupil day and may be used for full class contact. An additional payment of 10% on top of the length of the pupil day will be made
- When a short term engagement requires to be extended beyond 2 days and becomes a fixed term appointment, the hours already spent teaching on short term supply will not form part of the weekly class contact time hours which can be undertaken during the first week of the fixed term appointment. The normal pro rata arrangements for fixed term engagements will apply.
- Where a teacher is employed for less than a day then it may not be more than one discrete block in any one day

Yours sincerely

Margaret Mackay (Employers' Side)  
Pat Flanagan (Teachers' Panel)  
Joint Secretaries

## Guidance

### Engagement on Short Term Supply & Fixed Term Contracts

#### Overview of Changes

The SNCT has agreed changes in relation to Supply Teachers; these changes include the way in which Supply Teachers are engaged, the hours of employment, the duties they are required to perform and the salary point they are paid at depending on the type of engagement they are offered and agree to. The definition of a short term engagement has been amended from **5 days or fewer to 2 days or fewer**.

#### Further Information

- [www.snct.org.uk](http://www.snct.org.uk)
- HR Support (Operational) Team email:  
Internal email address: HR Support Team 2  
External email address: [HRSupport2@aberdeenshire.gov.uk](mailto:HRSupport2@aberdeenshire.gov.uk)
- Policy Team email: [hrpolicyteam@aberdeenshire.gov.uk](mailto:hrpolicyteam@aberdeenshire.gov.uk).

#### Short Term Supply: General Information

Teachers will be employed on short term supply where the engagement is required and agreed on a **daily basis**. This period of work must be **2 days or fewer**.

The **duties** of Short Term Supply Teachers are:

- 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

Teachers engaged on short term supply are not employed for any collegiate time and are not required to attend parent's evenings or collegiate meetings etc. Supply Teachers should only be required to carry out correction of work as part of ongoing classwork.

The **hours** of a short term supply teacher mean that they will be available for class contact for the full pupil day and will receive a 10% uplift for time spent carrying out preparation and correction work. The standard claim should therefore be:

Primary Schools: 5 hours (pupil day) + 10% = 5 hours 30 minutes claimed on a pink S56A timesheet

Secondary Schools: 5 ½ hours (pupil day) + 10% = 6 hours 03 minutes claimed on a pink S56A timesheet

**Asymmetric Weeks (Secondary Schools)**

For Schools with asymmetric weeks: Full Pupil day + 10% claimed on a pink S56A timesheet

The **payment** for a short term supply teacher is Point 1 (Point 0 if not fully GTCS registered) of the Main Grade Scale for each period of supply work.

- When a short term supply engagement is for a **part** day then the teacher will not be deployed for more than one discrete block of time in any one day
- The 'pupil day' covered by the teacher should be calculated and the 10% uplift applied.

**Calculation of hours to be claimed by teachers on short term supply engagements**

Class Contact Time		Time to be claimed for salary payment		Decimal equivalent to be entered on salary claim form
Hrs	Mins	Hrs	Mins	Hrs
5	00	5	30	5.50
2	30	2	45	2.75

For further information on the Code of Practice on Short Term Supply please go to [http://www.snct.org.uk/wiki/index.php?title=Appendix 2.8A](http://www.snct.org.uk/wiki/index.php?title=Appendix_2.8A)

**Fixed Term Temporary Contracts:**

Fixed term temporary contracts will be used in the following circumstances and the hours claimed on a yellow S56 claim form

- When the period of absence is known at the **outset** to be greater than 2 days in duration.
- Where the short term supply engagement has lasted beyond the single, continuous period of cover of 2 days.
- To avoid pupils being taught by short term supply teachers for more than 2 days during an absence. The '2 day rule' applies to the absence rather than the engagement of the individual supply teacher.
- Where a part time teacher is engaged for additional days to teach their own class or classes.
- In specific circumstances, as detailed below, an engagement on a fixed term contract before the engagement extends to 3 days may be considered (please refer to Education Circular ST2 043 for further guidance on this). If the Head Teacher is satisfied that their situation engaging Supply cover fulfils the 'specific circumstances' criteria they must discuss their situation and seek authorisation from their QIO
  - Where it is necessary for pupils in a particular class to be sent home
  - Where school closure is required
- As detailed in LNCT Agreement Circular ST2/043 Use of Fixed Term Temporary Teaching Contracts.

- NB: this agreement now includes the circumstances where a pattern of recurrent work is identified for example probationer cover or where regular cover is required for planned TU duties e.g. LNCT meetings

Please refer to the **FAQ** section where examples are given of the circumstances where either a short term engagement or a fixed term contract would be offered.

Teachers on fixed term temporary contracts will be engaged as per permanent staff with regards to hours worked, (pro rata for part time workers) duties undertaken and salary point at their Main Grade Scale as detailed in the table below.

Where a short term temporary supply engagement has extended beyond 2 days and becomes a fixed term temporary engagement then 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.

**E.g.** a teacher maybe engaged on short term supply on Monday and Tuesday and have 10 hours class contact and claimed for 11 hours. They are then engaged for the remainder of the week on a fixed term basis and will have 13 hours 30 minutes maximum class contact and claim 21 hours. The overall maximum class contact of 22.5 hours only applies when engaged on a fixed term contract.

### **Fixed Term Teachers Ready Reckoner**

#### **Calculation of hours to be claimed by teachers on fixed term contracts**

FTE	Class Contact Time		Time to be claimed for salary payment		Decimal equivalent to be entered on salary claim form
	Hrs	Mins	Hrs	Mins	Hrs
<b>1.0</b>	22	30	35	00	35.00
<b>0.9</b>	20	15	31	30	31.50
<b>0.8</b>	18	00	28	00	28.00
<b>0.7</b>	15	45	24	30	24.50
<b>0.6</b>	13	30	21	00	21.00
<b>0.5</b>	11	15	17	30	17.50
<b>0.4</b>	9	00	14	00	14.00
<b>0.3</b>	6	45	10	30	10.50
<b>0.2</b>	4	30	7	00	7.00
<b>0.1</b>	2	15	3	30	3.50

Further information can be found by accessing [ST2—043 Use of Fixed Term Temporary Teaching Contracts](#)

### **FAQs**

#### **General**

**Q. How will I know whether I am being engaged on a Short Term Supply or a Fixed Term Temporary Contract?**

**A.** The Teleworker or the contact person within the School will verbally confirm with you prior to you commencing cover if the engagement will be classed as a Short Term Supply engagement or a Fixed Term Temporary contract. You will receive an email confirming the following as outlined in the Code of Practice:

- Whether it is a Short Term Supply engagement or a Fixed Term Contract referring to the LNCT Agreement which is attached.
- The reason for the engagement
- The hours to be worked

If you do not have a personal email account then you will be provided with written confirmation by the HT at the school.

**The following are examples of where the engagement is either short term supply or a fixed term temporary contact.**

**Q. I have been asked to cover at a School for 4 days.**

**A.** Fixed term temporary contract from day 1 as it is expected to last longer than 2 days

**Q. I am going to be covering my job share partner's absence of 1 or 2 days**

**A.** This is a fixed term temporary contract as it is a class you normally teach. This is the same for Primary and Secondary Supply

**Q. I have been asked to cover classes for one of my colleagues for 1 or 2 days**

**A.** This would be short term supply as you not covering a class you normally teach

**Q. What happens if a different supply teacher is used to cover the same absence?**

**A.** It is the length of absence rather than the teacher(s) covering it that determines the engagement

e.g. If the absence is expected to last more than 2 days then it should be a fixed term temporary contract from the outset

If, initially, the absence is expected to last 1 or 2 days then it is short term supply for day 1 and day 2 of the absence and, if it goes on longer, fixed term temporary from day 3. This is irrespective of a change of supply teacher.

**Q. I worked for 2 days in a School on a short term supply basis and then I was asked to cover for 1 day in a different School.**

**A.** These are both classed as short term supply engagements.

**Q. I was asked to cover in a School for 2 days, at the end of the 2nd day I was asked to cover for a *different* teacher within the same School for one day-how do I claim for this?**

**A.** These are both classed as short term supply engagements

## **Notice Periods**

**Q. What notice periods would need to be given to me in relation to any supply engagements?**

**A.** If you have been engaged on a short term supply basis you should receive 24 hours notice (if already engaged for one day) if there is no further need for the cover.

If the short term supply engagement is cancelled with less than 24 hours notice you are entitled to claim for any hours you were booked to work that day.

**Q. What notice periods would need to be given to me in relation to any fixed term temporary engagements?**

**A.** In cases where an employee returns from sickness absence a minimum of 1 day's notice will be given where the engagement has lasted less than one month and a minimum of 1 week's notice where the engagement has been one month or more. For longer fixed term temporary engagements a notice period of 4 weeks will be given in most circumstances. Please refer to [ST2—043](#) LNCT agreed ELL Circular: Use of Fixed Term Temporary Teaching Contracts.