

16 November 2015

JS/15/60

Dear Colleague

Survey Request – Supply Teachers Review Group – Recommendations

The SNCT Joint Secretaries are seeking an important update on the position relating to the impact of the recommendations of the Supply Teachers Review Group which were set out in Joint Secretaries Letter JS/15/52 in February 2015.

As part of the 2015-2017 Pay and Conditions of Service Agreement SNCT 15/54 it was agreed that an evaluation and review of the impact of the recommendations of the Supply Teachers Working Group will be concluded by January 2016 with a view to addressing any ongoing issues in the delivery of supply teaching.

Responses to this survey will form a key part of this work, and the Joint Secretaries are therefore keen to ensure that responses are received from all local authorities.

Due to the nature of the information being sought, we anticipate that this survey will be completed by staff responsible for managing supply issues within each authority, and we would be grateful if you could bring this to their attention as appropriate.

Please provide the information requested below to Adam Stewart at adam@cosla.gov.uk **by close of business on Friday 18 December 2015.**

Thank you for your help in this important matter.

Yours sincerely

Tom Young (Employers' Side)
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Council	
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Survey Request – Supply Teachers Review Group – Recommendations

1. Stability of employment

1.1 **Recommendation: Local authorities to consider the use of permanent supply options**

1.1.1 Do you operate a permanent supply pool? If you operate a permanent supply pool, please briefly describe how this system works including any criteria that are used and the impact that this is having.

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1.1.2 If you don't currently operate permanent supply options, are you planning to do so? Please describe how this system will work, and indicative timescales for its introduction.

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1.1.3 If you have decided not to introduce permanent supply options, please describe the main reasons for this decision.

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1.1.4 If you have experienced any barriers to the development of permanent supply options then please provide more information about these.

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1.2 **Recommendation: Local authorities to consider alternative staffing complements.**

1.2.1 Do you operate any alternative staffing complements to manage supply issues at the moment? For example, this might include cluster arrangements or increases to staff complements in schools. If you operate alternative staffing complements, please briefly describe how this system works, and the impact that this is having.

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1.2.2 If you don't currently operate alternative staffing complements, are you planning to do so? Please describe how this system will work, and indicative timescales for its introduction.

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1.2.3 If you have decided not to introduce alternative staffing complements, please describe the main reasons for this decision.

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1.2.4 If you have experienced any barriers to the development of alternative staffing complements then please provide more information about these.

2. Better Administration

2.1 **Recommendation: Development of a recruitment framework to avoid duplication of recruitment procedures.**

2.1.1 Please briefly describe how the recruitment framework system works in your authority. Please indicate whether you have redeveloped this framework over the last 5 years, and the impact that this is having (such as saving time, encouraging wider availability of supply teachers, and negating the need for multiple PVGS).

2.1.2 If you haven't redeveloped your recruitment framework, are you planning to do so? Please describe how this system will work, and indicative timescales for its introduction.

2.1.3 If you have redeveloped your recruitment framework, or are planning to do so, does this work involve other local authorities?

2.1.4 If you have decided not to redevelop your recruitment framework, please describe the main reasons for this decision?

2.1.5 If you have experienced any barriers to the development of your recruitment framework then please provide more information about these.

2.1.6 To what extent do you think there would be value in developing a consistent national framework for the recruitment of supply teachers?

2.2 **Recommendation: Local authorities to keep supply opportunities open throughout the year (for those subjects, sectors and geographical areas that are experiencing shortages).**

2.2.1 Do you keep supply opportunities open throughout the year? If you keep supply opportunities open throughout the year, please briefly describe how this system works (e.g. if this is in relation to specific subjects, sectors or geographical areas or other areas) and the impact that this is having

2.2.2 If you don't keep supply opportunities open, are you planning to do so? Please describe how this system will work, and indicative timescales for its introduction.

2.2.3 If you have decided not to keep supply opportunities open throughout the year, please describe the main reasons for this decision.

2.2.4 If you have experienced any barriers to keeping supply opportunities open throughout the year then please provide more information about these here.

3. Maximising Resources

3.1 Recommendation: Local authorities to support teachers who are about to retire and wish to do supply work to join their supply list and remove any unnecessary barriers.

3.1.1 Please describe the activities you undertake to help support teachers who are about to retire to consider joining the supply list. Please indicate the impact that this work is having including approximately how many teachers who were about to retire have joined the supply list compared to previous approaches.

3.1.2 Have you take any steps recently to help teachers who are about to retire to overcome unnecessary barriers to them joining your supply list? Do any barriers remain?

3.2 Recommendation: Approaches should be made to training providers to develop dual qualification programme options for current teachers. This should be done on a multi authority basis if appropriate.

3.2.1 Please describe any activities that you have undertaken with training providers to develop dual qualification programme options for current teachers. Please indicate the impact that this work is having, including the numbers of teachers affected by this approach where possible.

3.2.2 If you have not undertaken any activities with training providers, are you planning to do so? Please describe what is planned, and indicative timescales for its introduction.

3.2.3 If you have undertaken activities with training providers, or are planning to do so, is this being done on a multi-authority basis?

3.2.4 If you have experienced any barriers to working with training providers on this task then please provide more information about these.

3.3 Recommendation: Local authorities to consider offering existing permanent part-time staff supply opportunities.

3.3.1 Does your local authority offer supply opportunities to existing permanent part time staff? If so, please describe how this system operates, including the number of teacher affected if possible.

3.3.2 If you do not currently offer supply opportunities to existing permanent part time staff, are you planning to do so? Please describe how this system will work, and indicative timescales for its introduction.

3.3.3 If you have decided not to offer supply opportunities to existing permanent part time staff, please describe the main reasons for this decision.

3.3.4 If you have experienced any barriers offering supply opportunities to existing permanent part time staff then please provide more information about these here.

3.4 Recommendation: Local authorities should consider opportunities to provide supply across Council boundaries.

3.4.1 Does your local authority work with other local authorities to meet demand for supply across Council boundaries? If so, please describe how this system operates, for example through cluster supply pools or other mechanisms.

3.4.2 If your local authority does not work with other local authorities to meet demand for supply across Council boundaries, are you planning to do so? Please describe how this system will work, and indicative timescales for its introduction.

3.4.3 If you have decided not to work with other local authorities to meet demand for supply, please describe the main reasons for this decision.

3.4.4 If you have experienced any barriers to working across Council boundaries to meet demand for supply then please provide more information about these here.

3.5 Recommendation: A coordinated approach should take place to encourage those who have left the profession to return.

3.5.1 Please describe the activities that you undertake to help support those who have left the profession to return to supply opportunities. Please include any targeting of issues such as specific subjects or geographic shortages.

3.5.2 Please describe any coordination of this work that has taken place at a local or regional level.

3.5.3 Please indicate the impact that this work is having, including the numbers of teachers who have been recruited through these approaches this year, and how this compares with previous years.

3.5.4 If you have decided not to work with other local authorities to encourage those who have left the profession to return, please describe the main reasons for this decision.

3.5.5 If you have experienced any barriers to encouraging those who have left the profession to return then please provide more information about these here.

4. Supporting Supply Teachers

4.1 Do you currently make the terms of each engagement explicit in accordance with SNCT Code of Practice on the Engagement of Short Term Supply Teachers (Part 2, Appendix 2.8 A, SNCT Handbook)?

4.2 Does your local authority currently make use of the existing handbook discretion to increase the salary of a teacher if, in the particular circumstances of the post, it considers the salary to be inadequate in accordance with paragraph 1.26, Part 2, Section 1 of the SNCT Handbook? If so, please describe the circumstances under which this would be considered.

4.3 Do you provide CPD for supply teachers to address curricular changes and new qualifications? If you have experienced any barriers to this then please also provide more information about these.

4.4 Do schools in your local authority provide information packs to supply teachers outlining school procedures including guidance on managing pupil discipline?

4.5 Do schools in your authority routinely communicate any significant areas of concern in classes allocated to supply teachers?

5. Other Information

5.1 Recent Experience of Supply

5.1.1 To what extent are you currently experiencing issues in providing sufficient supply cover in your Authority?

Please indicate the degree of difficulty being experienced in each of the following areas. Please provide any comments on reasons and indicate how this compares to previous sessions.

Sector	Scale of Difficulty	Trend	Comments
Pre 5	Difficulty	Trend	
Primary	Difficulty	Trend	
Secondary	Difficulty	Trend	
Special	Difficulty	Trend	
Secondary subject specific	Difficulty	Trend	
Specific institutions/ geography	Difficulty	Trend	
Denominational	Difficulty	Trend	

5.1.2 Do you offer to pay travel costs or offer other allowances for supply teachers? If so, under what circumstances would these be considered?

5.2 Supply Lists

5.2.1 Please indicate how many supply teachers you have on your supply register, and, if possible, how many have undertaken work in the last 12 months?

Sector	Number on List	Number undertaking work in last 12 months	Comments
Pre 5			
Primary			
Secondary			
Special			

5.2.2 How do you maintain your supply list? Do you use SEEMIS or any other information technology to help with this process?

5.2.3 How do you make people aware of supply opportunities? Does this involve the use of any information technology or other innovative processes?

5.2.4 Have you considered using agency services to source supply teachers? If so, are you intending to pursue this option? If not, what were your reasons for not pursuing this option?

5.2.5 Please provide information about any other relevant activities that you undertake in relation to recruitment of supply teachers or managing supply opportunities that are not covered above. Are there any specific changes that would help you manage supply more effectively?

Thank you for your assistance. Please provide your completed information to adam@cosla.gov.uk no later than 18 December.