

7 February 2017

JS/17/70

Supply Teacher Review Group

Dear Colleague

As part of the ongoing work of the SNCT on improving supply you will be aware that the SNCT is piloting a supply booking system which, if successful, will be the basis of a national booking system that employers can use.

Where supply teachers opt to work across Councils, that supply teacher will seek to register with a 'lead authority' which shall be responsible for the recruitment process of that teacher, including logging appropriate details which other councils can access in the booking system.

The SNCT Joint Secretaries encourage all Councils to consider a recruitment process for engaging supply teachers which can be acceptable to other Councils who wish to engage that supply teacher.

The Joint Secretaries believe the following are the minimum requirements to underpin a recruitment process which would be shared with other Councils so designated by the supply teacher.

- (i) **Application Process** – The lead authority should ensure that candidates complete an appropriate application process and collect key information including employment history, qualifications, references, and relevant contact details.
- (ii) **GTCS Registration** – The GTCS registration category and status should be checked and recorded by the lead authority. This would include secondary subject areas.
- (iii) **PVG Scheme Membership** – The lead authority responsible for recruiting supply teachers will take lead responsibility of recording a PVG scheme membership and securing a scheme update for the supply teacher. The supply teacher will authorise the sharing of scheme update information with those councils which are selected by the supply teacher. Where the scheme update reveals new information the supply teacher will be asked to authorise the release of that information to other councils.

- (iv) **Qualification and Identity Verification** – The lead authority must satisfy itself that professional qualifications and identity are confirmed.
- (v) **Immigration/Working Status** – The lead authority must satisfy itself that the supply is entitled to work in the UK and record any Visa restrictions that apply.
- (vi) **Interview** – The lead authority should satisfy itself that the supply teacher satisfies teacher competence through an interview.
- (vii) **Reference** – The lead authority should check references, including a reference from the supply teacher's immediate previous employer. The references should be available to other councils to review. If a concern is recorded but the lead authority still wishes to engage the supply teacher, that should be flagged to other councils.
- (viii) **Medical Checks** – The lead authority should undertake medical checks in line with their local policies and arrangements. Underlying medical conditions can only be shared with other councils with express consent from the supply teacher.
- (ix) **Continuous Professional Development** - It shall normally be the responsibility of the lead authority to provide CPD for those supply teachers on the national booking system.
- (x) **Retired Teachers** - The Joint Secretaries are aware that some retired teachers will choose to work within one council area or even with a limited number of schools or stages within one council. The Joint Secretaries recognise that some schools rely on retired teachers and councils may wish to operate internal systems to retain the use of retired teachers who may not avail themselves of the national booking system. In such circumstances the council may vary its agreed recruitment procedure.

Other than sensitive medical information which must be separately authorised by the supply teacher on registration on the national booking system, the supply teacher consents to the lead council confirming the recruitment process checks with other councils which the supply teacher wishes to seek engagement.

These matters will be discussed further in the SNCT but this correspondence is to flag up issues which are under discussion. The Joint Secretaries are seeking feedback from councils on the points set out in this guidance. Please provide any relevant feedback to Amie Poole at apoole@eis.org.uk by Friday 5 May 2017.

Yours sincerely

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Louise Wilson (Teachers' Panel)
Stephanie Walsh (Scottish Government)
Joint Secretaries