

**GUIDELINES FOR  
PERMANENT  
SUPPLY TEACHERS  
(PRIMARY)**

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## **1. WORKING PRACTICES**

### **1.1 Base School**

Permanent Supply Teachers will be allocated a base school within their Community Schools Network (CSN). The Head Teacher of the base school will be the line manager of the Permanent Supply Teacher.

Permanent Supply Teachers will be required to work at any primary school within a 25 mile radius of the base school, irrespective of Area/CSN, as directed by the Teleworking Supply Team. For the purposes of calculating travel and subsistence, the base school is the normal place of work.

The Excess Teaching Staff – Transfers policy is applicable to all unpromoted teachers.

### **1.2 Class Contact**

All full time Permanent Supply Teachers are class committed for up to 22½ hours per week. Travelling time within the school day will be counted as class contact time. See Reference 1, Section 8 and Appendix 3 for part time teachers.

### **1.3 Collegiate Time**

The permanent supply teachers will be involved in agreeing the base school's Working Time Agreement. They would then agree with the head teacher on appropriate application of the agreement to their circumstances. The weekly 5 hours may be aggregated to 190 hours over the school session for planning purposes only.

An agreed proportion of the collegiate time will be allocated to allow Permanent Supply teachers to liaise, share experiences, for CPD and to develop common curricula material

### **1.4 Council Policies**

Permanent Supply Teachers will have access to appropriate council policies and staff circulars from their base school.

### **1.5 Guidelines on Behaviour Support**

Permanent Supply Teachers should be provided with a copy of schools' behaviour policy and adhere to such. They must also liaise with the head teacher or nominated depute head teacher on all aspects of pupil behaviour. They should be provided with any relevant medical information.

## **1.6 Health and Safety**

Permanent Supply Teachers should work in accordance with the health and safety policy of their schools, and should have access to the written policy. They should be provided with any relevant Risk Assessments.

## **1.7 Transfer to Class Teacher Post**

After two years in post as a Permanent Supply Teacher, a written request can be made to transfer to a class teacher post. This request will be granted provided a suitable post exists. Should no post be available, the permanent supply teacher will be offered the next available suitable permanent vacancy within reasonable travelling distance.

## **1.8 Induction and Training**

The head teacher of the base school will arrange for the induction of each newly appointed Permanent Supply Teacher to include one day to job shadow an existing Permanent Supply Teacher. Professional development and training will be provided linked to Professional Development and Review.

Full-time staff are expected to attend 5 days in-service. Teachers employed on a part-time basis have a pro-rata entitlement to 5 days in-service. When this involves working days in addition to the pro-rata portion of 195 days, these days will be undertaken with pay. These additional days will be subject to agreement between the base head teacher and the Permanent Supply Teacher.

## **1.9 Leave of Absence – Special Leave**

All requests by Permanent Supply Teachers for special leave in accordance with authority policies must be made through the head teacher of the base school, giving as much notice as possible. Paid leave (LvAp1) and unpaid leave (LvAp2) forms are available in all schools, or electronically from the line-manager. The head teacher of the base school should inform the teleworker regarding special leave of absence which has been agreed.

## **1.10 Mileage**

Permanent Supply Teachers will be classified as essential car users and will be entitled to claim mileage from their base school, but where an employee travels from home to a place other than their base school, then the amount claimed should be the **lesser** of (a) the distance actually travelled or (b) the distance which would have been travelled if the employee had started their journey at their base school.

## **1.11 Occasional Days and Public Holidays**

Permanent Supply Teachers will take the occasional days chosen by the base school. Part-time Permanent Supply Teachers are entitled to

occasional days and public holidays on a pro-rata basis, agreed at the beginning of the session with the head teacher of the base school.

The teachers' working year is expressed solely as 195 days, but the occurrence of public holidays and occasional days impacts on the working year of part time teachers. Where the working pattern is such that a part time teacher would be unable to take public holidays and occasional days then other arrangements should be made to enable the teacher to take this leave. Likewise, if the working pattern would result in a part time teacher receiving more public holidays and occasional days than they are entitled to then arrangements would need to be made to ensure that the leave was appropriately adjusted.

Part time teachers are required to work their pro rata share of 195 days.

### **1.12 Planning and Preparation**

Permanent Supply Teachers will be required to undertake forward planning on an individual basis as part of the Working Time and Collegiate Activities agreement. However, in cases of short-term supply, this may mean less planning in a formal sense but more familiarisation with class teachers' plans which already exist.

### **1.13 Professional Development and Review**

Reviews for Permanent Supply Teachers will be undertaken by the head teacher of the base school in line with Aberdeenshire Education, Learning and Leisure policy. Continuing professional development (CPD) will be funded from the CPD budget of the base school.

### **1.14 Sick Leave**

In the event of illness or any other absence, the Permanent Supply Teacher, or their representative, must notify the teleworker of the absence as soon as practicable. The teleworker will inform the head teacher of the base school who will be the point of contact in terms of Personnel Policies. The teleworker should be informed of availability to work again and should notify the head teacher of the base school.

For an absence of 4-7 days a self-certification form (S/69) must be completed and submitted to the head teacher of the base school on return to work. For absences exceeding 7 days, a doctor's sick note is required (on 8<sup>th</sup> calendar day) and should be sent to the head teacher of the base school together with the self-certification form to cover the first 7 days of absence.

### **1.15 Lunch Break and Travel Time**

Permanent Supply Staff have an entitlement to a minimum of 40 minutes lunch break. During this time, they should not be driving and under no circumstances should lunch be taken whilst driving to the next school.

Travelling time will be taken from either the morning or afternoon session by agreement with the teachers and head teachers to fit in with school timetables.

It should be noted that there may be occasions when Permanent Supply Staff will have to travel between schools within either the morning session or afternoon session. The authority accepts that this practice should be kept to a minimum.

The actual time allocated for travelling between schools is as follows:

Up to 5 miles – 10 minutes  
6-10 miles – 15 minutes  
11-15 miles – 20 minutes

Only in exceptional circumstances will Permanent Supply Teachers be asked to travel in excess of 15 miles at lunchtime.

### **1.16 The Working Week**

The working week is 35 hours which comprises of a maximum of 22.5 hours class contact time and each full time teacher will have a minimum of 7.5 hours personal allowance for preparation and correction and a further 5 hours for collegiate activities. The 2.5 hours non class contact time will be timetabled in blocks of not less than 45 minutes. There should be no aggregation of working hours over a period longer than a week. The weekly 5 hours collegiate time may however be aggregated over the school session for planning purposes only.

### **1.17 Travel and Subsistence**

All Permanent Supply Teachers are allocated a base school from which mileage, when travelling on authority business, will be calculated. Travel expenses and subsistence incurred through normal timetabled duties are claimed on form TRAV 01 (white). A list of dates is given for submission of TRAV 01. These forms must be completed and submitted timeously month by month to the head teacher of the base school. **Travel costs for in-service travel are claimed on form GF 58 (orange).**

## **2. ROLES AND RESPONSIBILITIES**

### **2.1 Roles and Responsibilities of the Permanent Supply Teacher:**

Deliver a quality education to pupils in accordance with national curricular guidelines and council policies and guidelines.

- to teach assigned classes/groups of pupils;
- to plan, prepare, assess and record appropriate activities for all pupils within the schools' policies and procedures;

- to report and discuss pupils' progress with teachers, parents and any other bodies;
- to maintain good order and discipline among pupils and to safeguard their health and safety;
- to advise and guide pupils on issues relating to their education;
- to promote a climate of creativity and enterprise.

Contribute to the professional and corporate life of the school(s)

- to contribute to the development of the school curriculum as appropriate;
- to participate in the professional development and review scheme and undertake appropriate continuing professional development;
- to contribute to the professional development of colleagues, including probationary and student teachers;
- to participate in the administration and organisation of the school, as appropriate;
- to accept a commitment to the corporate life of the school in relation to pupils, parents and all staff – teaching and non-teaching;
- to co-operate with promoted and non-promoted staff and with any other relevant bodies;
- to become familiar with and implement written documentation in relation to relevant operation and curriculum matters.

Operate within Aberdeenshire Council's framework for Quality Assurance and Development and Aberdeenshire Council Policy.

- to participate in the self evaluation of the school through use of "How Good is Our School?" and "The Child at the Centre";
- to contribute to the establishment of priorities for the Improvement Plan and thereafter the Action Plans, as appropriate;
- to contribute to the evaluation of agreed specified targets;
- to contribute to the identification, organisation and management of resources.

## **2.2 Roles and Responsibilities of the Head Teacher and Promoted Staff in the schools in which Permanent Supply Teachers are deployed**

- The head teacher/promoted staff will liaise with the Permanent Supply Teacher regarding the needs of specific individual pupils.
- The head teacher/promoted staff must ensure appropriate, effective and flexible use of Permanent Supply Teachers' time, and that good use is made of opportunities to plan collaboratively as agreed within the Working Time and Collegiate Activities Guidelines.
- It is vital that the management team involve the Permanent Supply Teacher nurturing a sense of belonging and enabling them to feel part of the school team.
- The head teacher/promoted staff will liaise with the Permanent Supply Teachers on planning, delivery, assessment, recording and reporting, quality improvement, classroom observation and professional development needs.
- The head teacher/promoted staff must ensure that all staff are aware of the ways of working of the Permanent Supply Teachers, and are implementing these accordingly.
- The management team should ensure the availability of necessary resources and their accessibility to the staff.
- Policy documentation should be made available to the Permanent Supply Teachers, including Health and Safety and an efficient and effective communication system established for dissemination of information.
- The head teacher is responsible for Health & Safety and should provide the permanent supply teacher with all relevant pupil information such as medical issues, behavioural issues and Risk Assessments.
- The head teacher will inform the head teacher of the base school and, if appropriate, the network QIO if there are work performance and potential disciplinary issues involving Permanent Supply Teachers.

## **2.3 Roles and Responsibilities of the Head Teacher of the base school (in addition to those described above)**

- The head teacher of the base school will be the line manager of the Permanent Supply Teacher attached to their school.
- The head teacher of the base school will ensure the smooth operation of the council's PDRS and CPD procedures, conducting these annually with staff to identify strengths and agreed areas for continuing professional development.

- The head teacher of the base school will be responsible for administering personnel policies and procedures in relation to absence management, grievance, discipline and work performance in relation to the Permanent Supply Teacher attached to their school, including addressing issues brought to their attention by head teachers of the schools in which they are deployed and the line manager of the teleworkers. However, in accordance with these policies and procedures, every effort should be made to resolve such matters at the lowest level possible (deployed school).
- The head teacher will be informed of any illness or any other absence of the Permanent Supply Teacher through the teleworker
- The head teacher of the base school will liaise as appropriate with their network QIO regarding leave of absence requests, absence management, work performance and disciplinary issues, and any other issues which cannot be resolved or addressed locally.
- If Permanent Supply Teachers are not required to provide short term emergency cover they should be deployed to provide additional support to schools on an agreed rotational basis within a 25 miles radius of their base school, as agreed between the head teacher of the base school and other head teachers in the CSN. Duties would then be by negotiation with the head teachers of these schools. In recognition of the additional duties falling on the head teacher of the base school, as line manager of the Permanent Supply Teacher, an agreed number of days (when the teacher is not required to provide short term emergency cover) will be allocated in the first instance to the base school. The head teacher of the base school should liaise with the teleworker regarding pre-planned days when it is intended that the permanent supply teacher will be working in the base school.
- The head teacher should notify the teleworker of local holidays.
- The maximum class contact of a full time teacher is 22 ½ hours and the teacher should notify the teleworker of their class contact commitments. The normal class contact for an early years class is currently 4¼ hours and 5 hours for middle and upper stages and nursery. Any non-contact time due, for example, to a Visiting Specialist should be allocated to the Permanent Supply teacher. Schools should not re-allocate this time since it will mean that the 2 ½ hour non-contact time must be built in elsewhere.
- Within the 25 hour pupil week for the middle and upper stages in Primary, the Permanent Supply Teacher receives their entitlement to 2 ½ hours non-class commitment per week and on a pro-rata basis for part-time staff. The allocation should be in blocks of no less than 45 minutes. Within the primary and nursery sector, to achieve the minimum non-contact period of 45 minutes, time may be aggregated for staff on a contract of 0.2 fte or less. This is the only occasion

where time can be aggregated and only then by agreement between the teacher and head teacher. If there is no such agreement, non-contact time should be allocated on a weekly basis. Where this time has not been allocated the matter should be raised with the head teacher of the base school.

- Circular ST4/109 Statement of Collegiality and the Working Time Agreement provides further details on class contact for full and part time teachers

## **2.4 Roles and Responsibilities of the Network Quality Improvement Officer (QIO)**

- The network QIO will provide support and guidance on issues relating to Permanent Supply staff which are referred to him/her by the head teacher of the base school or the line manager of the teleworkers.
- The QIO will have an oversight of the deployment of Permanent Supply Teachers across CSN schools and will ensure the maximum use of time for absence cover. Although Permanent Supply Teachers are employed to provide emergency supply cover for a period of up to 5 days in any one school, in very exceptional circumstances this may be varied. QIOs should seek authorisation from their Area Head of Service.
- The QIO will authorise the filling of Permanent Supply Teaching posts which become vacant and identify the appropriate base schools.

## **2.5 Operation of the Supply Teleworking Team**

- The supply Teleworking Team work various shifts between the hours of 0700 and 2000 Monday through to Friday mornings and from 1700 to 2000 hours on Sunday evenings. They work from home and are responsible for securing teaching supply cover for Aberdeenshire nursery, primary, special and secondary schools on request.
- All schools are initially expected to make reasonable efforts to secure their own teaching supply cover, but if this proves to be an onerous or time consuming task a request for supply can be e-mailed to the Teleworking Team.
- The Teleworking Team prioritise supply requests from schools and, if time permits, will try to secure supply cover from the supply teacher database. If there is no time to do this, or where it is not possible to obtain a supply teacher from the database, the Teleworking Team will allocate a permanent supply teacher to the school to provide cover. (Assuming there is a permanent supply teacher available).
- Requests for supply to cover short-term sickness and other unforeseen staff absences are given priority. Requests for supply to cover course attendance, vacancies, Reduction in Class Contact Time and other

routine absences will only be dealt with when all outstanding priority requests have been actioned.

- The Teleworking Team will advise the Head Teacher of the base school in the event of illness or any other absence notified to them by a permanent supply teacher.
- The Teleworking Team will complete monthly timesheets for each permanent supply teacher to ensure that all days worked are coded to the correct cost code. These are forwarded to the Education Accounting Team at the end of each month, who arrange for devolved school budgets to be charged as appropriate.

## References

1. ST4/109 Statement of Collegiality and the Working Time Agreement. Available on:
  - a. Lotus Notes under E&R Circulars and on
  - b. [www.snct.org.uk](http://www.snct.org.uk). Select "LNCT Agreements" and then filter Aberdeenshire.

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