

10 November 2011

JS/11/31

Dear Colleague

The Hours of Work and Pay of Teachers who are engaged in providing supply

The Joint Secretaries have been asked to provide advice on supply teachers who are engaged for less than 5 days.

In such circumstances Councils should adopt one of the following approaches to the situation, either:

(a) to ensure that non-class contact is provided on a pro-rata basis on each engagement . If an engagement extends to two or three days it may be possible to provide the pro-rata time in one block during the engagement;

or

(b) to provide a pay uplift where a teacher's engagement is fully class committed as necessary. The pay uplift would be 11.1% in salary terms.

Yours sincerely

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