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**MIDLOTHIAN NEGOTIATING COMMITTEE FOR TEACHERS**  
**Guidelines on the implementation of the revised Code of Practice on the Engagement**  
**of Short Term Supply Teachers from 1 April 2014**

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## **1. Introduction**

1.1 The SNCT recently has agreed further changes in relation to Supply Teachers. (See SNCT 14/42 and Part 2, Appendix 2.8A in the SNCT Handbook)

1.2 Short term supply teaching now is defined as a period of cover teaching for 2 days or fewer. This Code of Practice sets out the basis of engagement of short term supply teachers in Midlothian. Supply teaching is where teachers may be offered work on a short term temporary basis, generally with little notice. Short term supply teachers will fulfil the duties set out in the SNCT Handbook (Part 2, Section 2, paragraph 2.2).

1.3 This part of the Handbook states that short term supply teachers are expected to undertake a reduced range of duties, namely

- teaching assigned classes
- correction of work, as part of on-going 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

1.4 These duties will be undertaken on a daily basis. From 1 April short term supply teachers may be available to teach for the whole of the pupil day and will receive an additional payment in recognition of additional time spent on preparation and correction. This payment will automatically be for 10% of the actual teaching hours undertaken on each short term engagement.

1.5 When a short term engagement requires to be extended beyond 2 days and therefore becomes a fixed term appointment, the hours already spent teaching on short term supply will not form part of the weekly class contact time which can be undertaken during the first week of the fixed term appointment.

1.6 Short term supply teachers are not employed for any collegiate time, such as parent evenings.

1.7 Short term supply teachers will be paid at Point 1 of the Main Grade Scale (or Point 0 if not fully registered) and not at the normal incremental point they would be paid at should they be undertaking the full range of duties of a teacher. However, all service under short term supply will continue to count in full as before towards service for incremental progression

## **2 Terms of Engagement of Short Term Supply Teachers**

2.1 The arrangements for engaging short term supply teachers will be as follows:

- a. In every short term supply engagement there can be no mutuality of obligation; there is no duty to offer work and no requirement to accept work. Engagement should be on a daily basis. However, if a short term supply engagement has been offered and accepted, any requirement thereafter to cancel must be notified by 5pm the day before the engagement or the teacher is entitled to claim for any hours he/she was booked to work the following day.
- b. The reasons for each engagement should be made explicit.
- c. Where it is known at the outset that the requirement for cover is likely to extend beyond 2 days for a class\*, a fixed term temporary contract and any relevant MNCT Agreements should be issued. (\*see at very end)
- d. The deployment of a short term supply teacher may occur in a number of circumstances when cover is required for absences including:
  - in service training/staff development/working groups
  - short term special leave, for example, bereavement leave, jury duty
  - short term sickness absence
  - trade union duties arranged on an ad-hoc basis
  - SQA duties
  - public duties

## **3. The Role of Headteachers**

3.1 The Headteacher has a crucial role in ensuring this Code of Practice operates smoothly, enabling, as far practicable, the continuity of education provision. The Headteacher shall ensure that, within the constraints of the SNCT Pay and Conditions Agreement, the circumstances in which pupils within any class are taught by different short term supply teachers should be limited and should not exceed 2 days, regardless of individual engagement of supply teachers during any absence.

3.2 In Midlothian the Headteacher, or her/his nominated representative, shall at the start of the engagement:

- a. State the specific arrangement orally as set out in Section 1 above and ensure the arrangements are confirmed in writing by the school at the outset of any engagement, including the hours to be worked.
- b. Take responsibility for arranging the daily renewal of engagements of up to 2 days. Where the teacher is already in the school, confirmation of the renewal should be provided by the Headteacher by 5pm
- c. Ensure that the duties of short term supply teachers do not extend beyond the duties set out in the SNCT Handbook (Part 2 Section 2, Paragraph 2.2) as indicated in paragraphs 1.3 and 1.4 above. Headteachers may, however, require short term supply teachers to cover classes during the class contact time of the school. During a short term engagement Head teachers may deploy the supply teacher for full pupil contact hours but this deployment should be made clear to the supply teacher at the outset of the engagement.

- d. Authorisation should be sought from the Council for payment in accordance with the provision of the SNCT Handbook in circumstances where a short term supply teacher is asked to take on the full range of duties of a teacher before the engagement extends beyond 2 days.
- e. Ensure that where there is a pattern of recurrent work a fixed term contract is issued.
- f. Ensure that in circumstances where a part time teacher provides absence cover for a class or classes s/he normally teaches that teacher will be expected to maintain the full range of duties of a teacher and be paid accordingly, that is at her/his normal salary rate.
- g. However, a part time teacher who provides absence cover for a class or classes s/he does not normally teach should be deployed in accordance with the provisions of the SNCT Handbook set out in paragraph 1.3 and 1.4 above for the first 2 days of that engagement and paid at point 1 of the Main Grade Scale (or Point 0 if not fully registered with GTCS).
- h. When a short term engagement extends to a long term contract, it will be important to manage non-class contact time appropriately. The reduction of non-class contact operates on a weekly basis. Where a long term engagement commences during a week, the pay provisions commence immediately. 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.

#### **4. The Role of the Council**

- 4.1 Midlothian Council has prime responsibility in ensuring short term supply is managed efficiently and properly and shall:
  - a. issue clear guidelines on supply teaching when placing teachers on supply lists. In particular, those on supply lists should be provided with the Code of Practice on the Engagement of Short term Supply Teachers and the Code of Practice on the Use of Fixed Term Temporary Contracts and, where applicable, relevant MNCT agreements.
  - b. ensure that engagements are confirmed in writing signed by the supply teacher and Headteacher or nominated manager.
  - c. ensure clear mechanisms for recording deployment as short term supply and deployment on fixed term contracts.
  - d. support these by clear pay mechanisms, including mechanisms for the 10% pay uplift to cover preparation and correction time.
  - e. ensure that service as a short term supply teacher counts in full for pay increments, as set out in the SNCT Handbook, Part 2, Section 1 paragraphs 1.11 to 1.26.

## **5. SNCT Handbook**

- 5.1 Should you wish to have more detailed information, the SNCT Handbook sets out the provisions for short term supply teachers as follows:
- a. Pay – SNCT Handbook, Part 2, Paragraphs 1.5 to 1.7.
  - b. Duties – SNCT Handbook, Part 2, Paragraph 2.2.
  - c. Working Year, Working Week – SNCT Handbook, Section 3, paragraphs 3.2 and 3.3

*\*At the SNCT further consideration is being given to how this is applied in the secondary sector for part-time subject teachers who teach other classes in their dept to cover for absent colleagues*