**Appendix 2**

Pay Scale for Supply Teachers

As part of the Payment and Service Agreement 2017/18 the SNCT agreed a number of proposals in relation to pay and conditions of service. One of the agreed changes was the way in which short term supply teachers are paid. This guidance note provides details of the process to be followed.

**1. Short Term Supply (2 days or fewer)**

1.1 When the Supply Teacher is engaged for 1 or 2 days payment is as follows:

* Scale point 0 if the teacher has not completed probation
* Normal maingrade scale point teacher (1-6)
* The hours paid will be:
  + 5 hrs - if the teacher gets NCCT of 0.5 hr **or**
  + 5.5 hrs - if the teacher works for 5 hrs (0.5 hrs is the 10% uplift in lieu of not getting NCCT).

**2. Supply MORE than 2 days**

2.1 If it is known from the outset that the engagement will last for more than 2 days e.g. 3 days in the same week, or every Monday for 3 weeks. Payment is as follows:

* Normal maingrade scale point teacher (1-6)
* The hours paid are 7 hours per day.

**3. Combination of Above**

3.1 Where a supply teacher is engaged for 2 days and then is required (probably due to continuing absence) for the remainder of the week, payment is as follows:

* As per 1.1 above for the first 2 days.
* Maingrade scale point for 7 hours for the remaining 3 days.
* If the engagement is extended payment continued at the maingrade scale point for the remainder of the engagement.

3.2 Where the supply teacher is engaged for 2 days and cannot continue to cover for the rest of the absence and a new supply teacher undertakes the engagement then 1.1 above applies, unless it is known from the start that the engagement will continue beyond 2 days.

**4. Job Share/Part-Time Staff Engaged as Supply**

4.1 If a current teacher at the school is engaged as a supply teacher they are paid at either short term supply (see 1.1) or supply for more than 2 days (see 2.1).

4.2 Note – if the teacher is teaching their own class, or same primary year when engaged as a supply teacher, payment is at their maingrade scale point for 7 hours.

4.3 In the case of secondary/special teachers, where the teacher is teaching their own subject payment is at their maingrade scale point of 7 hours.

**5. Duties of Supply Staff**

Short Term Supply Teachers

5.1 In line with SNCT Guidance, subject to the policies and practice of the School and Council, the duties of short term supply teacher is to:

(a) teach assigned classes;

(b) correct work, as part of ongoing classwork;

(c) maintain a record of work:

(d) contribute towards good order in the school;

Teachers/Chartered Teachers

5.2 In line with SNCT Guidance, subject to the policies and practice of the school and the Council, the duties of teachers are to:

(a) manage and organise classes through planning and preparing for teaching and learning;

(b) assess, record and report on the work of pupils’ progress to inform a range of teaching and learning approaches;

(c) prepare pupils for examinations and where required, assist with their administration;

(d) contribute towards good order and the wider needs of the school;

(e) develop the school curriculum;

(f) contribute to the school and council planning and improvement processes;

(g) maintain and develop knowledge and skills and contribute to the professional development of colleagues including probationary and student teachers.

**6. Head Teacher Report**

6.1 A Head Teacher Report (completed by HT/DHT or PT) must be completed at the end of a teacher’s temporary appointment when this reaches or exceeds 30 days. The form to be completed is available at Appendix 3, and should be signed by both parties and emailed to: [educationstaffingteam@west-dunbarton.gov.uk](mailto:educationstaffingteam@west-dunbarton.gov.uk).