

Local Negotiating Committee for Teachers – Agreement No.5

Guidance for the Recruitment Process for Supply and Fixed Term Contracts

Agreed at LNCT - 15 December 2009
Approved by Committee – 13 January 2010
Reviewed – 13 March 2012

1. Introduction

- 1.1 This recruitment procedure will only apply after due consideration has been given to compulsory transfer, or applications for permanency, or other relevant departmental considerations.
- 1.2 This guidance supplements Part 2 - Appendix 2.8 and 2.8A of the SNCT Handbook of Conditions of Service.
- 1.3 Point 4.1 of Appendix 2.8 details that every teacher recruited to undertake work on a fixed term temporary basis will be appointed in accordance with the Local Authority's recruitment procedures. This document details the agreed procedure for recruitment of supply and fixed term vacancies. All permanent vacancies will be advertised nationally.

2. Short Term Temporary Recruitment Process

- 2.1 Teachers who wish to teach on a 'supply' or temporary basis should apply to be included on the department's supply list. These individuals will be interviewed and if successful will be added to the Authority's Supply list.
- 2.2 Appendix 2.8A provides full details on the SNCT code of practice on the engagement of short term supply teachers. There are 3 distinct definitions used in all guidance.
- 2.3 Supply and temporary engagements refer to engagements previously covered by supply time sheets – these have now been further defined. Fixed Term contracts are as they always were – cover of a longer term nature e.g. maternity leave. More details can be found in Appendix 1 (Engagement of Short Term Supply & Fixed Term Contracts – Guidance for Schools). Guidance on pay scale for Supply Teachers is outlined in Appendix 2.

2.4 Inclusion on the supply list does not guarantee that work will be made available. There is no obligation for West Dunbartonshire Council to offer work to individuals, nor is there an obligation for individuals to accept work offered.

2.5 West Dunbartonshire Council will ensure that offers of work are managed in a fair, open and transparent manner.

3. Fixed Term Contract Recruitment Process

3.1 Due to the longer term nature of 'fixed term' contracts a different recruitment process will be followed in the appointment to these roles. It cannot be ignored that these positions are often extended and sometimes can run on for a number of years. Because of this, appointments should not be made on a purely ad hoc basis. Candidates should be leeted from the supply list and an interview process should be followed.

4. Internally Advertised Posts

4.1 Fixed term contracts e.g. cover for maternity, long term sickness or secondments will not be advertised externally if there are a sufficient number of appropriate teachers on the current supply list. In this circumstance the Head Teacher should refer to the supply list and contact the Education Staffing Section for application information to enable them to short leet.

4.2 The Education Staffing Section is responsible for updating the supply list and if appropriate will assist in contacting individuals to ascertain interest in these posts.

4.3 Panel interviews should then be set up for the short leeted individuals and the process will follow the Council's recruitment process.

5. Externally advertised posts

5.1 If it has not been possible to appoint a suitable candidate through the internal process, or if there are insufficient numbers on the supply register in the first instance, posts will be externally advertised in line with the Council's recruitment process.

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.

Supporting Documents

Appendix 1 - Engagement of Short Term Supply & Fixed Term Contracts – Guidance for Schools

Appendix 2 – Pay Scale for Supply teachers

Appendix 3 – Head Teacher Report – Short Term Supply/Temporary Cover