



Date Oct 19

LNCT/19/01

Revised Secondary Cover

Dear Colleague,

Revised text to reflect devolved budget control.

Yours sincerely

LNCT Joint Secretaries

Margaret Mackay (Education & Children's Services)

Margaret.Mackay@aberdeenshire.gov.uk

David Smith (LNCT Teachers' Panel)

David.A.Smith@aberdeenshire.gov.uk
aberdeenshire@eis.org.uk

Secondary School Cover Agreement

1. Guidance

The guidance is a collation of material relevant to cover and supply and is taken from National (SNCT) and Local (LNCT) agreements contained in the following references:

1. The SNCT Handbook of Conditions of Service (www.snct.org.uk)

Further note of reference in Part 2 Appendix 2.12 – the requirement that all teachers must hold GTCS Registration.

2. Circular ST4/109 (2013) “Guidance for Schools on working Time and Collegiate Activities Session 2013/14”
3. Guidelines for Pay and Conditions Agreement 2017/18 (SNCT 17/61)
4. Agreement on Short Term Supply (LNCT 18/01)

The following regulations require that part-time and fixed-term staff (e.g supply staff) are entitled to the same conditions as full-time staff.

The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000

The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

1. Cover Agreement

Absence Cover will be provided: -

- a) Immediately in the cases of advanced notice absences of more than 3 days
- b) After 3 days in the case of unplanned absences

This agreement is intended to minimise disruption to classes and to obtain, where possible, the most suitable and effective cover for absent teachers.

Owing to growing pressures in obtaining teaching staff, Head Teachers are increasingly having to resource cover from sources out-with their normal teaching pool. The following sections describe where such flexibilities may and may not be used.

2. Vacancies

Where there is a vacancy the expectation is that a fixed term contract would be used to fill the vacancy pending it being filled on a permanent basis.

3. Use of ASL Teachers for Cover

ASL teachers are allocated to schools to deliver pupil support and meet the ASN of pupils. ASL teachers should only be used to cover class teacher absences in cases where all other possible sources of cover have been investigated and exhausted. If a ASL teacher is to be used the HT should consult and inform the ASL Teacher, the PT ASL and the Cluster HTs.

In such cases ASL Teachers who are Secondary qualified teachers but are working as ASL teachers in primary can be asked to cover a primary class and vice versa on an occasional basis only. There are GTCS and professional issues where teachers are being asked on a regular basis unless they are working towards additional GTCS registration in that sector.

4. Temporary Increase in hours of Part-time Teachers

Part-time Teaching staff in the school can increase their hours to support the school during the period of absence. Likewise, if there is a neighbouring school with an absence a part-time teacher can undertake additional hours to support this absence. Payment would be made via Timesheets for these additional hours.

5. Use of Non-Class Contact Time Teachers (NCCT Teachers)

NCCT Teachers are integral to delivering the curriculum; they also ensure that Teachers contractual obligations in terms of maximum class contact are met by providing "NCCT cover." In emergency situations they can be redeployed to cover an absent teacher but only where alternative arrangements are in place to provide "NCCT Cover" for all classes on their Timetable that day.

6. Use of Class Teacher with Student Assigned for Cover

Where a Class Teacher is assigned a Student, then the teacher remains responsible for the teaching and learning within the class, the health and safety of pupils and for supporting the student. In order to fulfil those responsibilities, there should be no planned use of the Class Teacher as cover for other teachers.

There may be emergency situations where such cover is necessary and a professional judgement should be made in relation to the student's development before leaving the student in charge of the class. Where such emergency cover is used the HT or other manager in the school becomes responsible for the class and supporting the student for periods of cover. Such emergency cover should be for a limited period only.

7. Cover availability

Class teachers are available for internal cover where their timetabled teaching time is less than the maximum of 22.5 hours (pro rata for part-time teachers).

Please refer to **4.2; 4.3 & 4.4** from the Working Time Agreement:

Promoted members of staff have reduced class contact time to allow them management time to fulfil their duties. Please refer to **2.7 & 2.8** from the Working Time Agreement