

LNCT/26B

**EAST RENFREWSHIRE LNCT AGREEMENT
CODE OF PRACTICE ON THE DEPLOYMENT OF
FIXED TERM TEMPORARY TEACHERS**

Revised
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Education Department

EAST RENFREWSHIRE LOCAL NEGOTIATING COMMITTEE FOR TEACHERS

Code of Practice on the deployment of Fixed Term Temporary Teachers

1. Introduction

- 1.1 The aim of this Code is to establish good practice and clarify procedures to be followed in the deployment of fixed term temporary teachers in line with SNCT guidance.
- 1.2 The Code recognises that there will always be a requirement for fixed term temporary teachers. It is designed to provide clarity of employment status and fair treatment which reflects current legislation whilst enabling the Council to manage its staffing requirements in a way that is responsive to service needs.

2. Recruitment

- 2.1 The Council maintains and regularly updates a register of approved teachers for the purposes of fixed term temporary teaching deployment.
- 2.2 The recruitment procedures for supply teachers are laid out in full in LNCT/19(f) /SC16(f).
- 2.3 The Education Department reserve the right to refuse the application for employment from any teacher who does not meet the required standard as determined by the aforementioned recruitment process.
- 2.4 Fixed term supply teachers will fulfil the duties set out in the SNCT Handbook, Part 2, Section 2, paragraph 2.2 in that they are required to be registered with the General Teaching Council for Scotland (GTCS) and are required to meet and maintain the Professional Standards which are set by GTCS Code of Conduct and to participate in the Scheme of Professional Update, in accordance with requirements set by GTCS. Teachers enjoy a position of professional trust and are accountable for the decisions and actions in their professional practice. Teachers should always act honestly, openly and with integrity and this includes full disclosure of all information pertinent to their appointment as a supply teacher at the application stage of recruitment.
- 2.5 At the point of approval for registration to the list, all teachers registered on East Renfrewshire Council's supply list will be issued with the SNCT Code of Practice on the 'Use of Fixed Term Temporary Contracts' and LNCT/26B.
- 2.6 Once approved for registration on the supply list there is no mutuality of obligation. There is no duty upon East Renfrewshire Council to offer work and no requirement on the part of a teacher to accept work.
- 2.7 The Supply teacher register will be reviewed annually. Supply Teachers will be contacted and asked to confirm if they wish to remain on the register or be removed.

3. Fixed Term Temporary Contracts

- 3.1 A fixed term temporary appointment is defined as an engagement where it is known from the outset that the duration will be greater than 2 days or where the

circumstances in LNCT/26A, section 3.11 apply (i.e. where a short term engagement subsequently extends beyond the initial short period expected).

- 3.2 A fixed term temporary contract will be issued by HR Direct, as soon as is reasonably possible, specifying entitlement to pay, conditions of service, a specific expiry date and reason for the appointment.
- 3.3 Teachers on fixed term temporary contracts will be engaged for 35 hours per week with a maximum class contact time of 22.5 hours per week, or pro rata basis, according to the needs of the service, and must fulfil the full range of teacher duties as detailed in the SNCT Handbook at Part 2, Section 2, for example:
- manage and organise classes through planning and preparing for teaching and learning;
 - assessing, recording and reporting on the work of pupils' progress to inform a range of teaching and learning approaches;
 - preparing pupils for examinations and where required assisting with their administration;
 - contributing towards good order and the wider needs of the school;
 - developing the school curriculum;
 - contributing to school and council planning and improvement processes;
 - maintain and develop knowledge and skills and contribute to the professional development of colleagues including probationary and student teachers.

*The Statement of Teacher Professionalism outlined in Part 2, Appendix 2.6 of the SNCT Handbook also applies to all fixed term temporary teachers.

- 3.4 The use of fixed term temporary appointments may be made in a number of circumstances including the following:-
- temporary vacancy;
 - maternity leave;
 - parental leave;
 - adoption leave;
 - career break;
 - long term sickness absence;
 - secondment;
 - sabbaticals;
 - staffing from time limited grant funding; and
 - pattern of recurrent work, e.g. planned public duties, trade union duties.
- 3.5 Teachers on fixed term temporary contracts will be paid at the incremental point on the Main Grade Scale for which the teacher qualifies during the period of their engagement.
- 3.6 The daily rate of pay for fixed term temporary teachers is 1/235 of the annual rate of salary. The hourly rate of pay is calculated on the basis of 1/1645 of the annual rate of salary.
- 3.7 Teachers undertaking fixed term temporary appointments will be paid on the same pay cycle as those on permanent contracts. Fixed term temporary teachers will be paid directly through payroll, unless the engagement is less than 8 weeks in accordance with Part 2, Appendix 2.19, Section 6.4 of the SNCT Handbook. Fixed term temporary teachers undertaking an engagement less than 8 weeks, will

complete a weekly temporary teacher return form/timesheet, indicating the days/hours they have worked during the course of the engagement and submit this to the school office for processing and onward payment.

- 3.8 Teachers on fixed term temporary contracts will normally be employed for a complete working day session and will be paid the appropriate daily rate.
- 3.9 All fixed term temporary teachers will accrue annual leave on a pro rata basis to permanent teachers. For those temporary teachers who are undertaking an engagement less than 8 weeks and are paid by timesheet, payment of accrued leave will be made at the same time as hours worked. For those fixed term temporary teachers placed on payroll a calculation will be done by the payroll section to account for paid leave taken during the temporary engagement and any balance of leave due. Any outstanding accrued leave will be paid at the end of the engagement.

4. Application and Scope of Agreement

- 4.1 This agreement is in accordance with Appendix 2.8 of the SNCT Handbook of Conditions of Service.

5. Permanent Status

- 5.1 Permanent posts are open to teachers who have achieved the GTCS Standard for Full Registration. Movement to a permanent post will be open to fixed term temporary teachers through the normal application process for such posts.
- 5.2 Teachers on fixed term temporary contracts will be provided with the same access to information on vacancies for permanent posts as is provided to existing permanent post holders. Posts are advertised on www.myjobscotland.gov.uk. Vacancy information can also be accessed through the Council's website.
- 5.3 A teacher who has been in continuous employment with this Authority for a period of at least two years may apply for a transfer to a permanent position. The application will only be considered if all of the following conditions are met:
 - (a) There is evidence of satisfactory teaching service.
 - (b) There is evidence that the teacher has maintained a relevant CLPL record and GTCS registration during this period.
 - (c) There is a post, for which there is a budget, into which the teacher can transfer.
- 5.4 If the above conditions are met in full, transfer to a permanent post will be arranged. If there is no budgeted post available, transfer will be to the next suitable available permanent post. Every effort will be made to transfer staff on the basis of their highest pointage during the two-year period.
- 5.5 Neither holiday periods, nor breaks of up to two weeks for other reasons, will constitute a break in service for continuity of employment purposes.