**LNCT**

Aberdeenshire Local Negotiating Committee for Teachers

Date: Aug. 2021

**LNCT/21/32**

**Secondary Cover Agreement**

This agreement has been subject to review in 2021 by the LNCT Joint Secretaries and HR as part of a review of current Aberdeenshire LNCT Agreements.

**LNCT Joint Secretaries**

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**Secondary School Cover Agreement**

1. **Cover Agreement**

Absence cover will be provided:

1. Immediately in the cases of advanced notice absences of more than 3 days
2. 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 outwith their normal teaching pool. The following sections describe where such flexibilities may and may not be used.

1. **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.

1. **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 Head Teacher should consult and inform the ASL Teacher, PT ASL, and cluster Head Teachers.

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.

1. **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 timesheet for these additional hours.

1. **Use of non-class contact time teachers (NCCT)**

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.

1. **Use of class teachers 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 Head Teacher 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.

1. **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, and 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 and 2.8 from the Working Time Agreement.