



LNCT

Aberdeenshire Local Negotiating Committee for Teachers



Date: March 2025

LNCT/25/03

Agreement on Short Term Supply

This agreement has been subject to review in 2025 by the LNCT Joint Secretaries and HR as part of a review of current Aberdeenshire LNCT Agreements.

LNCT Joint Secretaries

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Previous Agreement on Short Term Supply

Dear Colleague

The following changes have been agreed in relation to the engagement of short-term supply teachers with effect from March 2025.

- The **rate of pay** for short term supply teachers is restored to the individual's appropriate point on the main grade scale.
- All periods of cover that are expected to last 2 days or fewer will still be defined as short term supply. Only the rate of pay will be affected.
- During these short-term supply engagements teachers will be engaged for a full or half pupil day and may be used for full class contact. An additional uplift of 10% on top of the length of the pupil day will be made for preparation and correction time.
- When a short-term engagement requires to be extended beyond 2 days and becomes a fixed term appointment, the hours already spent teaching on short term supply will not form part of the weekly class contact time hours which can be undertaken during the first week of the fixed term appointment. The normal pro rate arrangements for fixed term engagements will apply.
- Where a teacher is employed for less than a day then it may not be more than one discrete block in any one day.
- Where a short-term engagement is known to be beyond 12 weeks, or extends beyond 12 weeks a fixed term contract needs to be offered by the school and the relevant contract documentation needs to be completed if the supply teacher advises they wish to be employed under the terms of a fixed term contract.

Yours sincerely

Margaret Mackay (Employers' Side)
David Smith (TU Side)
Joint Secretaries

Guidance:

Engagement on Short Term Supply and Fixed Term Engagements

Short Term Supply – General Information

Teachers will be employed on short term supply where the engagement is required and agreed on a daily basis. This period of work must be 2 days or fewer.

The duties of short-term Supply Teachers are:

- Teaching assigned classes
- Correction of work, as part of ongoing class work
- Maintaining a record of work
- Promoting and safeguarding the health, welfare, and safety of pupils
- Working in partnership with support staff and other professionals in class
- Contributing towards good order in the school

Teachers engaged on short term supply are not employed for any collegiate time and are not required to attend parent's evenings or collegiate meetings, etc. Supply Teachers should only be required to carry out correction work as part of ongoing class work.

The hours of a short-term supply teachers mean that they will be available for class contact for the full pupil day and will receive a 10% uplift for time spent carrying out preparation and correction work. The standard claim should therefore be:

Primary Schools: 5 hours (pupil day) = 10% = 5 hours 30 minutes claimed through Teacher Booker

Secondary Schools: 5 ½ hours (pupil day) + 10% = 6 hours 03 minutes claimed through Teacher Booker

Asymmetric Weeks (Secondary Schools)

For schools with asymmetric weeks: full pupil day + 10% claimed through Teacher Booker

The rate of pay for short term Supply Teachers is restored to the individual's appropriate point on the main grade scale (Point 0 if not fully GTCS registered) for each period of supply work.

- When a short-term supply engagement is for a part day then the teacher will not be deployed for more than one discrete block of time in any one day
- The 'pupil day' covered by the teacher should be calculated and the 10% uplift applied

Calculation of hours to be claimed by teachers on short term supply engagements

| Class Contact Time | | Time to be claimed for salary payment | | Decimal equivalent to be entered on salary claim form |
|--------------------|------|---------------------------------------|------|---|
| Hrs | Mins | Hrs | Mins | Hrs |
| 5 | 00 | 5 | 30 | 5.50 |
| 2 | 30 | 2 | 45 | 2.75 |

For further information on the Code of Practice on Short Term Supply please go to http://www.snct.org.uk/wiki/index.php?title=Appendix_2.8A

Fixed Term Temporary Engagements (under 12 weeks)

Fixed term temporary engagements will be used in the following circumstances and the hours claimed on Teacher Booker:

- When the period of absence is known at the outset to be greater than 2 days in duration
- There the short-term supply engagement has lasted beyond the single, continuous period of cover of 2 days
- To avoid pupils being taught by short term supply teachers for more than 2 days during an absence. The 2-day rule applies to the absence rather than the engagement of the individual supply teacher.
- This agreement includes the circumstances where a pattern of recurrent work is identified, for example, probationer cover, or where regular cover is required for planned TU duties, e.g. LNCT meeting

Where a part time teacher is engaged for additional days to teach their own class or classes this is to be claimed on an electronic timesheet and not through Teacher Booker as additional hours in the base location.

Please refer to the FAQ section where examples are given of the circumstances where either a short-term engagement or a fixed term engagement and fixed term contract would be offered.

Teachers on fixed term temporary arrangements will be engaged as per permanent staff with regards to hours worked (pro rata for part time workers), duties undertaken, and salary point at their Main Grade Scale as detailed in the table below.

Where a short-term temporary supply engagement has extended beyond 2 days and becomes a fixed term temporary engagement then the non-class contact time for the remainder of the week should be pro-rated for that week but should disregard the hours worked when the short-term supply engagement was being undertaken. For example, a teacher may be engaged on short term supply on Monday and Tuesday and have 10 hours class contact and claimed for 11 hours. They are then engaged

for the remainder of the week on a fixed term basis and will have 13 hours 30 minutes maximum class contact and claim 21 hours. The overall maximum class contact of 22.5 hours only applied when engaged on a fixed term arrangement.

Fixed Term Teachers Ready Reckoner

Calculation of hours to be claimed by teachers on fixed term contracts

| FTE | Class Contact Time | | Time to be claimed for salary payment | | Decimal equivalent to be entered on salary claim form |
|------------|--------------------|------|---------------------------------------|------|---|
| | Hrs | Mins | Hrs | Mins | Hrs |
| 1.0 | 22 | 30 | 35 | 00 | 35.00 |
| 0.9 | 20 | 15 | 31 | 30 | 31.50 |
| 0.8 | 18 | 00 | 28 | 00 | 28.00 |
| 0.7 | 15 | 45 | 24 | 30 | 24.50 |
| 0.6 | 13 | 30 | 21 | 00 | 21.00 |
| 0.5 | 11 | 15 | 17 | 30 | 17.50 |
| 0.4 | 9 | 00 | 14 | 00 | 14.00 |
| 0.3 | 6 | 45 | 10 | 30 | 10.50 |
| 0.2 | 4 | 30 | 7 | 00 | 7.00 |
| 0.1 | 2 | 15 | 3 | 30 | 3.50 |

Further Information

- www.snct.org.uk
- askHR
 - tel: 01467 534400
 - www.askhr.it
 - Email: askhr@aberdeenshire.gov.uk

FAQs

General

Q. How will I know whether I am being engaged on a short term supply or a fixed term temporary arrangement?

A. The contact person within the school will be able to verbally confirm with you prior to you commencing cover if the engagement will be classed as a short term supply engagement or a fixed term temporary arrangement. You will receive **confirmation of your engagement through Teacher Booker**

- The reason for the engagement
- The hours to be worked

The following are examples of where the engagement is either short term supply or a fixed term temporary engagement

Q. I have been asked to cover at a school for 4 days

A. Fixed term temporary engagement from day 1 as it is expected to last longer than 2 days

Q. I am going to be covering my job share partner's absence of 1 or 2 days

A. This is a fixed term temporary engagement as it is a class you normally teach. As undertaking additional hours in your base location time should be claimed on an electronic timesheet and not through Teacher Booker. This is the same for Primary and Secondary teaching staff undertaking additional hours in their own schools.

Q. I have been asked to cover classes for one of my colleagues for 1 or 2 days

A. This would be short term additional supply hours as you are not covering a class you normally teach. As undertaking additional hours in your base location time should be claimed on an electronic timesheet and not through Teacher Booker.

Q. What happens if a different supply teacher is used to cover the same absence?

A. It is the length of absence rather than the teacher(s) covering it that determines the engagement, e.g. if the absence is expected to last more than 2 days then it should be a fixed term temporary engagement from the outset. If, initially, the absence is expected to last 1 or 2 days then it is a short-term supply for day 1 and day 2 of the absence and, if it goes on longer, fixed term temporary from day 3. This is irrespective of a change of supply teacher or whether booked through Teacher Booker for supply teachers or teaching staff undertaking additional hours in their base school.

Q. I worked for 2 days in a school on a short-term supply basis and then I was asked to cover for 1 day in a different school

A. These are both classed as short-term supply engagements

Q. I was asked to cover in a school for 2 days, at the end of the second day I was asked to cover for a different teacher within the same school for 1 day – how do I claim for this?

A. These are both classed as short-term supply engagements

Notice Periods

Q. What notice periods would need to be given to me in relation to any supply engagements?

A. If you have been engaged on a short-term supply basis you should receive 24 hours' notice (if already engaged for 1 day) if there is no further need for the cover. If the short-term supply engagement is cancelled with less than 24 hours' notice you are entitled to claim for any hours you were booked to work that day.

Q. What notice periods would need to be given to me in relation to any fixed term temporary engagements?

A. In cases where an employee returns from sickness absence, a minimum of 1 days' notice will be given where the engagement has lasted less than one month, and a minimum of 1 weeks' notice where the engagement has been one month or more. For longer fixed term temporary engagements a notice period of 4 weeks will be given in most circumstances.

Relief Work At One Location

Q. I only want to undertake supply work in one school

A. You will need to be set up with a zero hours permanent relief teaching staff contract by the school and all hours claimed on an electronic timesheet, not through Teacher Booker, which is for supply teachers undertaking work at more than one school.

Email Templates for School Use

Fixed Term Temporary Supply Arrangement Engagement Email

Dear

Re: Fixed Term Temporary Supply Arrangements

Further to our conversation I am pleased to confirm that your engagement on a temporary basis to work at [School Name] to cover a [x.x fte] post. Your days of work will be [list days] and your first day of this will be [dd:mm:yyyy]. Whilst we cannot give you a specific end date for the arrangement at this stage we envisage you will be required until [dd:mm:yyyy]. We will keep you updated regarding this and let you know once any extension has been determined.

You will be paid at your current incremental point on the Main Grade Scale. The daily rate of pay will be 1/235 of the annual rate of salary (pro rata for part time teachers). For up to date salary scales please refer to the SNCT Handbook, Part 2, Section 1.

You will be paid 7 hours per day for a 35 hour week (pro rata for part-time teachers). The school will authorise your timesheet in Teacher Booker to claim the hours you work.

For a list of the duties you are expected to perform as a fixed term temporary teacher please refer to the SNCT Handbook, Part 2, Section 2.

Yours sincerely