

WEST DUNBARTONSHIRE COUNCIL

Report by Joint Secretary (Teachers' Side)

Local Negotiating Committee for Teachers: 20 September 2011

Subject: Engagement of Short Term Supply & Fixed Term Temporary Contracts Guidance to Schools

1. Purpose

- 1.1 To seek agreement from the Committee on the engagement and payment of Supply teachers who are engaged to teach in West Dunbartonshire.

2. Background

- 2.1 As part of the agreement made at the SNCT in June 2011. A number of changes were agreed to the Pay and Conditions of service of Teachers and Associated Professionals. This agreement is shown in Appendix 1 to this report.
- 2.2 As part of this agreement two Codes of Practice were agreed; one on the deployment of supply teachers, the other on the use of fixed term contracts. The Codes of Practice are shown in Appendices 2 and 3 to this report.
- 2.3 It was also agreed that LNCTs should issue local guidance to schools relating to the engagement and payment of supply teachers.

3. Main Issues

- 3.1 The agreement reached in June defined supply teaching as periods of cover which are less than 5 days in duration. The supply teacher will be paid at scale point 1 (or scale point 0 if the teacher is not fully qualified). Not fully qualified Teachers are those who have not completed their probationary period.
- 3.2 The supply teachers will undertake a reduced range of duties and will be paid for a maximum of 25 hours per week (22.5hrs class contact and 2.5hrs set aside for preparation and correction).
- 3.3 If the supply cover requirement exceeds 5 days then a Fixed Term Contract should be issued. The Teacher will be engaged for 35 hrs per week, be paid at the main grade scale and carry out the full range of duties.
- 3.4 If it is known at the outset that the period of cover is to be greater than 5 days. The Teacher employed will be given a Fixed Term Temporary Contract. The Teacher will be paid at the main grade scale and will carry out the full range of duties.

4. People Implications

- 4.1** Supply Teachers are essential to ensure an uninterrupted education for pupils whenever the pupil's teacher is unavailable to teach the class. It is extremely important that we treat these staff fairly and ensure that they are paid the correct salary for each day of their employment if we are to retain their services.

5. Financial Implications

- 5.1** The agreement to pay short term supply staff at a lower scale point for the first 5 days should result in a saving to the Council. It is not possible to quantify the amount at present.

6. Risk Analysis

- 6.1** If the deployment and payment of supply staff is not agreed and monitored then a number of staff may suffer financial hardship and may not be willing to be engaged as a supply teacher in West Dunbartonshire. This may affect the education of pupils in West Dunbartonshire

7. Equalities Impact

- 7.1** This is a National Agreement and will affect all staff. An equalities impact assessment is not required locally.

8 Strategic Assessment

- 8.1** This contributes to the Council's strategic priorities Fit for Purpose services and Financial Strategy.

9. Conclusions and Recommendations

- 9.1** The Committee is asked to agree the Guidance to Schools as shown in Appendix 4 to this report.
- 9.2** That this guidance is sent to schools and other educational establishments.
- 9.3** That this guidance and implementation is monitored by the LNCT.

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Appendices

- Appendix 1 SNCT Pay and Conditions Agreement 2011
- Appendix 2 Code of Practice on the Engagement of Short Term Supply Teachers.
- Appendix 3 Code of Practice on the use of Fixed Term Temporary Contracts.
- Appendix 4 Engagement of Short Term Supply & Fixed Term Temporary Contracts Guidance to Schools.

Background Papers SNCT Handbook

Wards Affected All Wards