

Report – Salaries Committee

The Educational Institute of Scotland

EIS Template Handbook for Members Employed on a Supply Basis

This template information document provides guidance for those engaged in short-term supply (up to 2 days), as well as those employed on a longer-term basis through a temporary or fixed-term contract.

It is intended that EIS Local Association negotiators can use this document as a model school information document that supply teachers can expect to receive in each school on their first day of work.

Where possible, this template has been populated with information of relevance to supply teachers, however, some spaces have been left blank for locally based information to be included as required.

It may also be the case that individual schools may wish to incorporate their own specific information in any handbook for supply teachers (e.g. behaviour policy, staff list etc).

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Introduction

Welcome to *[insert local authority]* and *[insert school]*. This information booklet is intended to support those engaged on supply on both a short-term basis (up to 2 days) and those employed as supply on longer-term through temporary / fixed-term contracts.

[Space for any specific local authority/school introductory information.]

Conditions of Service

SNCT Conditions of Service and SNCT Codes of Practice

The Conditions of Service for teachers working in local authorities in Scotland are determined through the Scottish Negotiating Committee for Teachers (SNCT). The SNCT is a tri-partite negotiating body comprising of the Scottish Government, local authorities (COSLA) and the Professional Associations.

Certain aspects of conditions of service can only be determined by the SNCT. These include pay, the working week and working year, annual leave entitlement, class size, sick leave, family leave including maternity leave, parental leave and adoption leave, main duties and the staff development framework.

The SNCT sets also out the class size maxima which operate in schools run by Scottish Councils. Full details can be found in Part 2, Appendix 2.9 of the SNCT Handbook. Other than a statutory provision for Excepted Pupils, set out in Part 2, Appendix 2.9, Annex A of the SNCT Handbook, it is not open to any Head Teacher employed by a Scottish Council, to vary class size maxima.

Your full conditions of service can be accessed through the SNCT Handbook (www.snct.org.uk).

The SNCT also devolves a number of matters to Local Negotiating Committees for Teachers (LNCTs) in each of the 32 local authorities. Many of these devolved matters have particular relevance for those engaged in supply work on both a short-term basis and on fixed or longer-term contracts. They include cover agreements, appointment procedures, specific duties and job remits, transfer of temporary teachers to permanent staff, other leave and absence arrangements and disciplinary and grievance procedures.

LNCT agreements should be available on each local authority's website/intranet and can also be found on the SNCT website.

Local authorities as employers are required to draw attention to the two main SNCT Codes of Practice of relevance to those engaged in supply work. These can be found in the SNCT Handbook (www.snct.org.uk) under:

[Appendix 2.8 - Code of Practice on the use of Temporary Contracts](#)

[Appendix 2.8A - Code of Practice on Short-Term Supply](#)

GTCS Registration

All teachers employed by Scottish Councils, including those engaged on a supply basis, are required to be registered with the General Teaching Council for Scotland (GTCS), are required to meet and maintain Professional Standards set by GTCS and to participate in the Professional Update Scheme, established by GTCS.

[Insert local policy/procedure for the Professional Update Scheme here].

Protection of Vulnerable Groups (PVG) / Disclosure Information

All teachers employed by Scottish Councils, including those engaged on a supply basis, are also required to be registered in the PVG (Protection of Vulnerable Groups) Scheme.

If you have been abroad for 3 months within the last 5 years or have lived mainly outside the UK within the past 10 years, you may be required to provide an Overseas Criminal Records Check. Please contact *[insert relevant employer details]* for information regarding this.

Main Duties

It is important to note that some of the main duties of teachers on short-term supply differ from those engaged on fixed/long-term contracts. This is due to the mostly ad-hoc, absence cover arrangements that lead to the requirement of short-term supply.

Short-Term Supply

The main duties of teachers engaged in short-term supply are set out in Part 2, Section 2.9 of the SNCT Handbook. These are detailed below:

- Teach assigned classes.
- Correct work, as part of ongoing classwork.
- Maintain a record of work.
- Contribute towards good order in the school.

It is essential that short-term supply teachers also carry out the following duties that the SNCT denotes are the responsibility of all registered teachers:

- All teachers 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 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.
- Teachers have a responsibility to support the health, safety and well-being of young people in school.
- Teachers should work in a collegiate manner in partnership with parents/carers, pupils and colleagues across the education community to promote positive outcomes for young people and to raise levels of attainment and wider achievement for a diverse range of pupils. All teachers should promote equality of opportunity and ensure a commitment to inclusive education and recognise and respect the views of young people.
- The duties of all teachers should be undertaken with due regard to workload and contractual obligations in order to allow them time to focus on their core role as leaders of learning.
- Teachers will not be expected to undertake the duties generally undertaken by administrative and support staff, but will work co-operatively with all staff to ensure an appropriate distribution of workload.
- Teachers are required to be members of the appropriate PVG Scheme.

Fixed / Long-Term Supply

In addition to the duties listed above that are the responsibility of all teachers, those engaged in fixed/long-term supply are expected to carry out the main duties of all class teachers, as denoted by the SNCT and subject to the policies/practice of the school/local authority. These duties can be found below:

- Manage and organise classes through planning and preparing for teaching and learning.
- Assess, record and report on the work of pupils' progress to inform a range of teaching and learning approaches
- Prepare pupils for examinations and where required, assist with their administration.
- Contribute towards good order and the wider needs of the school
- Develop the school curriculum
- Contribute to the 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.

Pay

The SNCT determines the pay of teachers, music instructors, educational psychologists, quality improvement officers and education support officers employed by Scottish local authorities. With the exception of short-term supply teachers, teachers are paid in accordance with their years of teaching service. Promoted staff have salaries determined by a job sizing process.

All the details on how teachers' pay is calculated are contained in the SNCT Handbook, Part 2, Appendix 2.19 (National Pay and Leave Specification). A link to this can be found below.

[SNCT Handbook, Part 2, Appendix 2.19](#)

A probationer teacher is placed at Point 0 of the Main Grade Scale. Following successful completion of the Standard for Full Registration a teacher will normally move to scale Point 1 of the Main Grade Scale. Annual increments are payable from August each year if a teacher has qualifying period of employment amounting to 26 weeks in each salary year (1 August to 31 July).

A teacher who returns to teaching within a 10-year period may be placed at the point on the main grade scale held when that teacher left, in accordance with the SNCT Handbook.

A Council can award additional salary placement points for recognised non-teaching experience which is linked to general life skills, such as working with children or is relevant to the curriculum taught. A full-time teacher is paid the

annual salary for their scale point and has a working year of 195 days. A part-time teacher will receive the pro-rata proportion of the annual salary.

The table below sets out the salary scales for main grade teachers:

Pay Point	Annual Salary (01/04/19)	Annual Salary (01/04/20)
0	26,697	27,498
1	32,034	32,994
2	33,849	34,863
3	35,817	36,891
4	38,088	39,231
5	40,206	41,412

Short-Term Supply

The rate of pay for short-term supply teaching is set out in Part 2, Section 1 of the SNCT Handbook. Please note that this rate of pay differs from full-time permanent teachers and those employed on fixed-term or temporary contracts (3 days or more).

Pay for short-term supply is calculated on the hourly rate, which is on the basis of 1/1645 (235 Days x 7 Hours) of the annual rate of salary for teachers. This rate will depend on the incremental point on the Main Grade Scale that the teacher qualifies for. Additionally, all those engaged in short-term supply receive a 10% uplift in their pay for preparation and correction time.

The SNCT dictates that short-term supply teachers may only be engaged in a 'full' or 'half' day block. However, it is important to note that there is no cap on the maximum class contact time for short-term supply teachers.

If you are having difficulty calculating your rate of pay, please contact *[Insert relevant local authority payroll details here]*.

It is important for short-term supply teachers to know the structure of the school week that is in place for the local authority / school that is engaging them. If an 'asymmetric' school week is in place, then this will have an impact on short-term supply pay. Again, it is advised that short-term supply teachers with queries regarding the school working week contact *[Insert relevant local authority payroll details here]*.

Fixed / Long-Term Supply

Supply teachers should be aware at the outset if their engagement is due to last 3 days or more. In these, they should be issued with a fixed term / temporary contract and paid in accordance with the terms described under the heading 'Pay' in this document. This is also the case for short-term supply that extends into day 3 or more.

Relevant Paperwork

[Please insert relevant local authority payroll information here. This should include information on procedure for recording short-term supply work].

School Closure and Annual Leave

A teachers' working year is 195 days per annum. The school calendar will be as follows:

- 190 teaching days
- 5 in-service or development days
- 40 annual leave days; You will be entitled to annual leave accruing at the rate of 0.20513 for all time worked subject to a maximum of 40 days annual leave per annum
- Usually 26 school closure days, unpaid: this is the balance of days - these are classified as school closure days.

Supply teachers will receive holiday pay based on the number of days worked.

[Insert local authority method for paying supply teachers holiday pay here.]

[Insert any other relevant local authority / school calendar information here for reference.]

Sick Pay

The SNCT Handbook, Part 2, Section 6 sets out the details of sickness allowances for teachers, including those who fall ill during a fixed/long-term engagement.

[SNCT Handbook, Part 2, Section 6](#)

All teachers must accrue 18 weeks continuous service to qualify for sickness entitlement. Regardless of hours worked, a week's qualifying service comprises any week that a teacher is employed by a council. This includes periods of annual leave, public holidays, sickness absence, maternity leave or any other special

leave. Continuity of service is deemed broken where a break exceeds a period of two weeks.

Teachers with less than 18 weeks continuous service may be entitled to Statutory Sick Pay (SSP) and should contact [*Please insert relevant local authority payroll information here*].

Sickness entitlement over a period of 12 months and based upon continuous service are set out in following table:

Continuous Service at Start of Absence	Full Salary Period	Half Salary Period
Less than 18 weeks	Nil	Nil
18 weeks but less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 4 years	5 months	5 months
4 years but less than 5 years	6 months	6 months

If a teacher is absent due to sickness or disablement that is the result of a work-related injury/illness, they are entitled to a separate allowance, calculated along the same basis as in the table above. All work-related injuries/illnesses must be recorded as per [*Insert local authority procedure here*] and the separate allowance is then accessed. If there is good reason for the injury/illness not to have been recorded, then the local authority should not refuse the allowance.

Other cases of work-related injury or illness must be confirmed by the teacher's own GP and a Medical Practitioner appointed by the Council before the allowance can be applied.

In the case of assault of a teacher in the course of their employment, the local authority should be treated as special leave and not as sickness absence.

Pension

All those undertaking supply on a fixed/long-term basis, who are under age 75, are contractually enrolled into the Scottish Teachers' Pension Scheme. This also applies to staff who have previously retired and are accessing pension benefits.

As a member of the scheme you will be required to contribute a percentage of your salary, with your employer contributing to the scheme on your behalf. Contribution rates are available on the Scottish Public Pensions Agency Website and are updated annually. Contribution rates are based on an assessment of your actual pensionable pay per pay period.

If you are already in receipt of a pension, you should remember to inform SPPA as any supply earnings could affect your pension payment.

For more information on the Scottish Teachers Pension Scheme, please visit www.sppa.gov.uk.

Working as a Supply Teacher

Supply Register / Payroll

[Insert relevant local information regarding supply register and payroll here].

What You Should Expect from Your Employer:

Short-Term Supply

The local authority, as employer, has responsibility for ensuring that short-term supply is managed correctly and efficiently. To engage you in short-term supply, your employer must carry out the following actions, as stated in the SNCT Code of Practice:

- a. issue clear guidelines on supply teaching when placing teachers on supply lists. In particular, those on supply lists should be provided with the Code of Practice on the Engagement of Short-term Supply Teachers and the Code of Practice on the Use of Fixed Term Temporary Contracts and, where applicable, relevant LNCT agreements.*
- b. ensure that engagements are confirmed in writing signed by the supply teacher and Headteacher or nominated manager.*
- c. ensure clear mechanisms for recording deployment as short term supply and deployment on fixed term contracts.*
- d. support these by clear pay mechanisms.*
- e. ensure that service as a short term supply teacher counts in full for pay increments, as set out in the SNCT Handbook, Part 2, Section 1 paragraphs 1.11 to 1.26.*

Fixed / Temporary Contracts

Local authorities must ensure that for all supply engagements last three days or more, that a fixed term or temporary contract is issued in accordance with nationally agreed SNCT conditions of service and the relevant local devolved procedures.

[Insert relevant local devolved procedures here, e.g. appointments procedures]

Part Time Workers

If you are employed as supply on a part-time basis, the Part Time Workers Regulations (Prevention of Less Favourable Treatment) Regulations 2000 make it unlawful to treat part-time workers less favourably than their full-time counterparts. This means that part-time teachers have the same entitlements, on a pro rata basis, as a full-time teacher and should therefore receive a proportion of those entitlements based upon their contracted hours of work.

What You Should Expect from Each School:

Each school that engages a teacher on supply should ensure that they have access to all the relevant information that they require. Examples of what this should include are listed below:

- School day timings.
- Class timetable.
- Seating plans.
- Planned work / lesson plans.
- Medical Action Plans and Additional Support for Learning information.
- Emergency contact details.
- Relevant Child Protection documentation.
- School map (including room numbers).
- Staff List (including non-teaching staff).
- Class registration details / details of registration process.
- Access to Resources such as stationery and IT equipment.

It is each school's Headteacher who has the ultimate responsibility for ensuring that teachers who are engaged in short-term supply do so in accordance with the relevant SNCT Code of Practice. However, in some schools, it may be the case that some of the operational aspects of managing short-term supply are devolved to another member of the Senior Management Team.

Regardless of this, the Headteacher must still ensure that the following takes place:

- a. state the specific arrangement orally as set out in Section 1 above and ensure the arrangements are confirmed in writing at the outset of any engagement, including the hours to be worked.*
- b. take responsibility for arranging the daily renewal of engagements of up to 2 days.*
- c. ensure that the duties of short term supply teachers do not extend beyond the duties set out in the SNCT Handbook (Part 2 Section 2, Paragraph 2.2). Headteachers may, however, require short term supply teachers to cover classes during the class contact time of the school. During a short term engagement Headteachers may deploy the supply teacher for full pupil contact hours but this deployment should be clear to the supply teacher at the outset of the engagement. Authorisation should be sought from the Council for payment in accordance with the provision of the SNCT Handbook in circumstances where a short term supply teacher is asked to take on the full range of duties of a teacher before the engagement extends beyond 2 days.*
- d. ensure that where there is a pattern of recurrent work a fixed term contract is issued.*
- e. ensure that in circumstances where a part time teacher provides absence cover for a class or classes they normally teach, that teacher will be expected to maintain the full range of duties of a teacher and be paid accordingly. However a part time teacher who provides absence cover for a class or classes they do not normally teach should be deployed in accordance with the provisions of the SNCT handbook set out in Section 4 below for the first 2 days of that engagement as per the SNCT Pay and Conditions Agreement.*
- f. When a short term engagement extends to long term contract it will be important to manage non class contact time appropriately. The reduction of non-class contact operates on a weekly basis. Where a long term engagement commences during a week, the pay provisions commence immediately. 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.*

[Insert any relevant local school-based obligations here.]

Sickness Absence Reporting:

[Insert local procedure for sickness absence here.]

Other Information

Please insert other relevant local information here, including but not limited to:

- *Data Protection / GDPR.*
- *Identity badge procedure.*
- *Mileage, Vat Receipts / Mileage and subsistence rates.*
- *Vacancies.*

FAQs

Section included for FAQs in accordance with local issues, policy etc.