



*Education Department*

**LNCT/26B**

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

Revised  
May 2014

## **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 on 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 in line with prevailing 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 a register of approved teachers for the purposes of fixed term temporary teaching deployment.
- 2.2 Before being recruited to undertake work on a fixed term basis, fixed term temporary teachers are required to complete a supply application form and to have submitted suitable references, along with the appropriate documentation, to HR Direct. Teachers are required to have PVG scheme membership.
- 2.3 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.
- 2.4 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.
- 2.5 HR Direct will review the temporary teacher register annually. 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 3.10 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 tasks(\*) as detailed in the SNCT handbook, for example:

- teaching assigned classes together with associated preparation and correction;
- developing the school curriculum;
- assessing, recording and reporting on the work of pupils;
- preparing pupils for examinations and assisting with their administration;
- providing advice and guidance to pupils on issues related to their education;
- promoting and safeguarding the health, welfare and safety of pupils;
- working in partnership with parents, support staff and other professionals;
- undertaking appropriate and agreed continuing professional development;
- participating in issues related to school planning, raising achievement and individual review; and
- contributing towards good order and the wider needs of the school.

\*The list of tasks that should not routinely be carried out by Teachers include those outlined in Part 2, Appendix 2.6 of the SNCT Handbook.

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 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. Depending on commencement date and length of engagement, some fixed term temporary teachers may be paid directly through payroll and HR Direct will advise head teachers of this. However, in the majority of cases, in order to facilitate payment fixed term supply teachers will complete a weekly temporary teacher return form, indicating the days/hours they have worked during the course of the engagement and submit this to the school office for processing.

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 Fixed term temporary teachers will accrue annual leave on a proportional rate to permanent teachers. Payment of accrued annual leave will be made at the end of each school term.

#### **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](http://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 CPD 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.