

Frequently Asked Questions – Supply Teachers

Q1 What is Supply work?

A1 Supply work can also be called casual, relief or sessional work. Opportunities for work can be variable in frequency and duration. You are applying to join the Supply Teachers register.

Q2 If I already have a part time job can I still apply?

A2 You can still apply and if successful in joining our register you can update us with your availability for work.

Q3 Can I carry out supply work for more than one local authority?

A3 Yes you can carry out work for more than one Council. We ask you to update us if you are going to be working long term in another authority though to allow us to amend our records.

Q4 What are the hours of work?

A4 Hours of work can be variable. Hours are between school hours Monday to Friday and only term time.

Q5 Will I be given a contract?

A5 You will not be given a contract. You will receive a letter confirming information regarding inclusion on our Supply Teachers register. The SNCT handbook Codes of Practice will apply.

Q6 What will my salary be?

A6 Your salary will be assessed in line with SNCT guidelines. You will be paid for the hours you have worked. Payment will be made one month in arrears. Payment should be submitted via a timesheet, made available from the school, to the Payroll and Employment Services – Payroll Team.

Q7 How will I know if I have been successful with my application/ interview?

A7 You will be notified by email via the HR Recruitment Team. They will use the details from the National Recruitment Portal which you used to apply for this post.

Q8 What are the next steps following interview?

A8 You will have taken two references with you to interview and had your identity verified. A PVG form will be sent out to you after interview. Once these employment checks are completed and are satisfactory you will be contacted by a member of the HR ECS Team to check your availability for work and then be added to the Supply Teachers Register.

Q9 How quickly after interview will I be able to work?

A9 This is dependent on the length of time it takes for the PVG form to be returned from Disclosure Scotland and if all the other recruitment checks are in place.

- Q10 How should I ensure that at all times the Supply Team are aware of my availability for work?
- A10 If you are approached directly by a school for work please notify the HR ECS Team. At the end of a work placement whether arranged by the HR ECS Team or a school you should again update the Supply Team of your availability for work. This is so we have accurate information about your availability for work. You can contact them on 01738 475555 choosing option 1 for supply.
- Q11 How will I be notified of an assignment?
- A11 Perth & Kinross Council use a text messaging system as the main way to notify Supply Teachers of available engagements. You will be asked for your preferences in terms of areas you wish to work in.
- Q12 How much notice will I be given of an assignment?
- A12 Wherever possible advance notice will be given of opportunities arising however there are occasions when shorter notice is given.
- Q13 Will I receive any training including induction?
- A13 Training and support is available in situ and opportunities may arise to undertake formal training through the [ECS Learning Hub](#).