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**Eich Cyf /Your Ref:**  
**Dyddiad /Date:**  
**Gofynnwch am/Please ask for:**  
**Llinell uniongyrchol/Direct line:**  
**Ebost/Email:**

**EMP/JL**  
10/12/2018  
Jonathan Lloyd  
029 2046 8644  
Jonathan.lloyd@wlga.gov.uk



To: Directors of Education  
Heads of HR.

Dear Colleagues

### **Engagement and Use of Supply Teachers by Schools**

It has been brought to our attention by several of the teaching trade unions that some supply teachers are being prevented from working in schools because of advice being issued to schools that only the 'Preferred' provider on the National Procurement Services (NPS) current managed service framework contract can be used to engage supply staff.

The purpose of this letter is to advise local authorities of some of the issues in relation to the engagement of supply teachers by schools.

- Firstly, the engagement of supply staff is a matter for each school governing body under the local management of school arrangements and the current school governance framework. Schools are free to engage qualified supply teachers from wherever they feel is appropriate to meet the needs of the school. This can include the 'Preferred' provider agency on the national framework, other agencies or schools can employ individual teachers directly.
- The preferred 'provider' will have been engaged through a procurement process undertaken by the NPS and as a result will have needed to satisfy the criterion of the tendering process to sit on the national framework. However, the 'preferred' provider is not the exclusive provider of supply teachers and it is recognised that they cannot always meet the needs of all schools.
- Other agencies are in operation outside of the current national framework. Individual supply teachers can also be engaged directly by a school provided they meet all statutory checks required for all staff. In such circumstances the local authority will need to enrol them onto their payroll to pay them on behalf of the school.

Steve Thomas CBE  
Prif Weithredwr  
Chief Executive

Cymdeithas Llywodraeth  
Leol Cymru  
Tŷ Llywodraeth Leol  
Rhodfa Drake  
CAERDYDD CF10 4LG  
Ffôn: 029 2046 8600

Welsh Local Government  
Association  
Local Government House  
Drake Walk  
CARDIFF CF10 4LG  
Tel: 029 2046 8600

wlga.cymru  
wlga.wales

@WelshLGA

I hope this helps clarify the existing arrangements regarding the use

and engagement of supply teaching staff. The same principles also apply to support staff engaged in schools.

You may also be aware that on 12<sup>th</sup> November the NPS issued an invitation to tender for a revised supply teacher framework to be let on a geographical lot basis in the spring. A link to the NPS's revised specification, which will help schools make informed choices on how they commission their supply needs, and monitor the costs involved through transparency of agency fees and minimum teacher pay rates, is attached here for information.

[https://www.sell2wales.gov.wales/search/show/search\\_view.aspx?ID=NOV273861](https://www.sell2wales.gov.wales/search/show/search_view.aspx?ID=NOV273861)

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jonathan Lloyd', written in a cursive style.

Jonathan Lloyd

Head of Employment