

SUPPLY TEACHING IN SCOTLAND

Supply teachers have a vital role in raising and maintaining high educational standards in schools. Campaigning to secure professional entitlements for supply teachers is a key priority of the NASUWT, together with securing decent pay and working conditions for all supply teachers.

In Scotland, all supply teachers teaching in maintained schools are employed directly by the local authority. The nationally negotiated terms and conditions of service for teachers working in local authority maintained schools are contained in the Scottish Negotiating Committee for Teachers (SNCT) handbook. The SNCT handbook is available on the following website: www.snct.org.uk.

Independent schools (outside local authority control) are able to depart from the national pay and conditions of service framework and determine their own independent rates of pay and conditions of service. These may differ to the rates of pay and conditions of service afforded under the SNCT handbook. Therefore, if you are due to undertake supply work in an Independent school, you should clarify your rate of pay and conditions of service before you commence work.

In Scotland, there is a fundamental distinction between short-term and long-term supply teachers, which affects pay, supply teachers' duties and working hours.

Fair Pay for Scottish Supply Teachers

Supply teachers working in a maintained school will have their pay determined in line with the SNCT handbook. Supply teachers' pay has been worsened recently by the 2011 COSLA Agreement and the NASUWT has robustly opposed this. The deteriorations affect short-term supply teachers, who are engaged to teach for five days or fewer. A revised pay offer was made to teachers in January 2014 where short-term supply was defined as engagement to teach for two days or fewer, but even this proposed improvement, which does not fully return teachers to the status quo ante 2011, would not have been brought about without the NASUWT's rejection of the 2011 attack on supply teachers' pay.

All other teacher unions, apart from the NASUWT, continue to accept a situation where short-term supply teachers are treated less favourably than long-term supply and permanent teachers. The NASUWT has been pursuing a trade dispute with the Cabinet Secretary since 2011 over these, and other, attacks on teachers' pay and conditions.

The SNCT Handbook sets out the provisions for short-term supply teachers' pay, professional duties and working time below.

Short-term Supply Teachers' Pay

The SNCT handbook states the following:

1.5 Short-term supply teachers engaged on periods of work of five days or fewer will be paid on point 1 (point 0 if not fully registered) of the Main Grade Scale for each period of supply work. Pay will be calculated on the hourly rate as defined in paragraph 1.8 and applied to the daily hours worked in accordance with Part 2, Section 3, paragraph 3.3 below.

1.6 Where a short-term supply teacher has been engaged on a single, continuous period of supply cover of five days which is subsequently extended beyond the initial five-day period, the rate of pay for the extension period will be the incremental point on the Main Grade Scale for which the teacher qualifies in accordance with paragraphs 1.19 to 1.26.

1.7 A short-term supply teacher will not be deployed for more than one discrete block of time in any day.

The hourly rate is defined as follows:

The hourly rate of pay will be calculated on the basis of 1/1645 of the annual rate of salary.

Short-term supply teachers are therefore only entitled to work and be paid on point 1 (point 0 if not fully registered) of the Main Grade Scale for each period of supply work. The NASUWT opposed, and continues to oppose, this change to Scottish short-term supply teachers' terms and conditions, which has reduced the pay of many supply teachers considerably.

The hourly rate for a fully registered short-term supply teacher is:

£25,716 divided by 1,645, which amounts to **£15.63**.

The hourly rate for a supply teacher who is not fully registered is:

£21,438 divided by 1,645, which amounts to **£13.03**.

The NASUWT considers that these figures are scandalously low, and it is not surprising that there is an enormous shortage of short-term supply teachers in Scotland.

Short-term Supply Teachers' Duties

These are set out in the SNCT handbook, as follows:

Short-Term Supply Teachers

2.2 Subject to the policies of the school and the Council, the duties of short-term supply teachers are to perform such tasks as the headteacher shall direct. These should give reasonable regard to overall teacher workload associated with:*

- a. teaching assigned classes;*
- b. correction of work, as part of ongoing classwork;*
- c. maintaining a record of work;*

- d. *promoting and safeguarding the health, welfare and safety of pupils;*
- e. *working in partnership with support staff and other professionals in class;*
- f. *contributing towards good order in the school.*

Such tasks should not routinely include those outlined in Appendix 2.6.

This list of duties is worded differently, in some respects, to the list of duties for long-term supply and permanent teachers, but a key difference is that short-term supply teachers do not have a duty to undertake continuing professional development. The NASUWT argues that short-term supply teachers should have an entitlement, however, to continuing professional development.

The NASUWT is currently taking national industrial action short of strike action, which affects the duties which NASUWT members are prepared to undertake. Please contact the NASUWT if you wish for advice on this issue.

Short-term Supply Teachers' Working Hours/Working Week

The working hours/working week of short-term supply teachers are defined in the SNCT handbook (paragraph 3.3) as follows:

The hours of work for a short-term supply teacher shall be a maximum of 25 hours per week, with a maximum class contact of 22.5 hours and 2.5 hours non-class contact.

The employers' rationale for paying short-term supply teachers less is that the duties of short-term supply teachers differ from those of long-term supply teachers and they also have a shorter 'working week'. However, the NASUWT considers that these differences do not justify such drastic differences in pay.

The January 2014 COSLA Revised Pay Offer includes some features which affect supply teachers – for example, supply teachers can work up to the maximum pupil contact time. Given that supply teachers would not be receiving planning and correction time under these circumstances, the NASUWT does not consider that this particularly advantages short-term supply teachers.

Long-term Supply Teachers' Pay

Long-term supply teachers must be paid a daily rate calculated according to the annual salary to which they would be entitled if employed full-time.

The SNCT handbook sets this out as follows:

1.8 The daily rate of pay for teachers and music instructors will be 1/235 of the annual rate of salary. The hourly rate of pay will be calculated on the basis of 1/1645 of the annual rate of salary.

1.9 Temporary teachers on fixed-term contracts will normally be employed for a complete working-day session and will be paid the daily rate for each day as defined in paragraph 1.8 above.

1.10 Where a teacher is employed for less than a complete working day, the teacher will not be employed for more than one discrete block of time in any day. Teachers employed for a period of less than a complete working day shall be paid an hourly rate calculated as above. Other than in exceptional circumstances, they shall be obliged, on a pro rata

basis, to undertake and be paid for all of the contractual commitments required of teachers as set out in Section 2 (Main Duties) and Section 3 (Working Year and Working Week).

The daily rate and hourly rates for long-term supply teachers in Scotland, with all of the following being main scale points, are:

Main Scale Point	Annual Pay	Daily Pay	Hourly Pay
0	21,438	£91.23	£13.03
1	25,716	£109.43	£15.63
2	27,243	£115.93	£16.56
3	28,794	£122.53	£17.50
4	30,465	£129.64	£18.52
5	32,394	£137.85	£19.69
6	34,200	£145.53	£20.79

All supply teachers engaged for periods of less than a day therefore are paid an hourly rate calculated in accordance with their daily rate. The daily rate of pay as determined by the SNCT for supply teachers is 1/235th of the annual rate of salary, however calculated (based on 195 days plus 40 days' annual leave). The hourly rate is 1/1645th (based on 235 days x 7 hours). If you consider that you are being underpaid, please contact the NASUWT for assistance.

Long-term Supply Teachers' Duties

The SNCT handbook sets out the following teachers' duties, which apply to long-term supply teachers alongside other teachers:

Subject to the policies of the school and the council, the duties of teachers are to perform such tasks as the headteacher shall direct. These should give reasonable regard to overall teacher workload associated with:*

- a. teaching assigned classes together with associated preparation and correction;*
- b. developing the school curriculum;*
- c. assessing, recording and reporting on the work of pupils;*
- d. preparing pupils for examinations and assisting with their administration;*
- e. providing advice and guidance to pupils on issues related to their education;*
- f. promoting and safeguarding the health, welfare and safety of pupils;*
- g. working in partnership with parents, support staff and other professionals;*
- h. undertaking appropriate and agreed continuing professional development;*

- i. participating in issues related to school planning, raising achievement and individual review; and*
- j. contributing towards good order and the wider needs of the school.*

**Such tasks should not routinely include those outlined in Appendix 2.6.*

Long-term supply teachers have a duty to undertake 'appropriate and agreed' continuing professional development, which is not a duty for short-term supply teachers. The NASUWT argues that all supply teachers should have the same entitlement to CPD.

The NASUWT is currently taking national industrial action short of strike action, which affects the duties which NASUWT members are prepared to undertake. Please contact the NASUWT if you wish for advice on this issue.

Administrative Duties

Appendix 2.6 of the SNCT Handbook (sometimes known as Appendix E) is a list of support staff and administrative duties which all teachers do not have to undertake. For some while now, the Scottish Government and the employers, through the McCormac reforms, have been attempting to remove the list, thereby allowing teachers to be directed to carry out support staff and administrative duties. The NASUWT is the only union which has opposed this, thereby defending the professionalism and reducing the workload of all Scottish teachers, including supply teachers.

The NASUWT is taking national industrial action to enforce Appendix 2.6. If this is removed from the SNCT Handbook, only the NASUWT industrial action will stand between Scottish teachers and a significant worsening of working conditions.

Long-term Supply Teachers' Working Hours/Working Week

The SNCT Handbook sets this out as follows:

- 3.5 The working year for teachers shall consist of 195 days of which 190 days will coincide with the school year for pupils with the remaining five days being worked by the individual teachers on duties as planned by the council.*
- 3.6 Teachers (other than short-term supply teachers) shall have a 35-hour working week. The working week shall apply on a pro rata basis to teachers on part-time contracts.*
- 3.7 Within the 35-hour week, a maximum of 22.5 hours will be devoted to class contact except for those teachers on the National Teacher Induction Scheme. Other teachers who are undertaking probation outwith the National Induction Scheme will be treated as teachers, in relation to this Section.*

This is applied on a pro-rata basis to part-time teachers, including part-time long-term supply teachers. The working time in Independent schools may vary and the school day and teaching time may be longer.

Salary Progression

Supply teachers employed in a maintained school are entitled to incremental progression on the relevant pay spine each year similar to permanently employed teachers, except when doing short-term supply work. Long-term supply teachers must receive an additional spine point in August in each school year in which they have worked for a combined total of 26 weeks or more (excluding any probationary period) until they reach the top of the main pay scale.

Supply teachers only receive incremental progression on a period of employment which constitutes an extension of an initial five-day period of continuous supply work. The rate of pay for the extension, subsequent to the initial five days, is the incremental point on the Main Grade Scale for which the teacher qualifies. However, this may change if the definition of 'short-term supply' in the SNCT handbook changes.

Independent schools are not bound by nationally agreed pay and conditions frameworks and may therefore establish their own procedures regarding salary progression.



Hillscourt Education Centre, Rose Hill, Rednal, Birmingham B45 8RS

Tel: 0121 453 6150 Fax: 0121 457 6208 E-mail: nasuwt@mail.nasuwt.org.uk

Website: www.nasuwt.org.uk

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