

Annual LTA Re-Registration

All teachers and support staff who wish to continue working for the LTA from September 2018 will be expected to re-apply for continued work with us in July and August. In order to be considered for re-registration please complete the following tasks:

1. Please send an updated CV in the exact LTA model CV format to your LTA consultant
2. Update your online training needs analysis (TNA)
3. Update your DBS clearance – your LTA consultant will contact you if this is required.

Should any of the above tasks not be completed by 31st August, you will not be clear to work for the LTA until at least November! You will find a copy of our model CV format for both teachers and support staff on our website www.lancashireteachers.co.uk. The model CV shows you the exact structure we require when re-submitting your CV and gives you hints and tips on relevant information to include. Please note we can only accept CV's in this exact model CV format and are unable to accept CV's that contain text boxes, coloured borders or photographs.

Additionally, if you have any senior management experience within schools and would be keen to work in this capacity again through the LTA on a short term basis, please let your LTA consultant know. We hope to be able to help schools who have short term senior management posts to cover in the upcoming academic year.

The CVs are anonymised for promoting candidates on the Browse the Candidate section on the Schools' Portal for Lancashire schools to view.

Supply services to schools contract

From September 2018 the LTA, under a new Lancashire County Council four year contract with Reed Education, will continue to provide a 'one stop shop' for school recruitment needs and comprehensive solutions to schools' staffing requirements. The LTA offers an effective retention tool, affording flexible working options to support work life balance, therefore retaining teachers and support staff in the profession.

The LTA will continue to provide:

- **Temporary short and long term cover** through supply teachers, teaching assistants and the full range of support staff roles;
- **A specialist recruitment service** to best match the needs of the school to the skills of the supply staff; Candidate choice and quality provision with 700 teachers and 200 Support Staff;
- **Fully IR35 compliant employment arrangements** with all staff paid through payroll with the necessary deductions;
- **Rigorous safeguarding practices** to ensure all staff are compliant with current Ofsted and Council requirements including commitment to following an appropriate safer recruitment and selection process (and signing of the Supply Agency Safer Recruitment and Selection Checklist). In addition, all candidates are checked against the Council's Richard List upon appointment;
- **High quality supply staff** with all LTA staff required to attend a compulsory induction and safeguarding session during their first term of employment; Free CPD for all staff through LPDS;
- **Two offices** with highly trained consultants to match school requirements, accessible 24 hours a day in addition to Reed network of offices nationally;
- **A Membership Scheme** to allow schools to make savings on both their temporary and permanent recruitment;
- **FREE transfer to contract after one term** – a unique feature of LTA;
- **Transparent pay and charge** and monthly invoicing by LCC for all categories of staff; Control of costs through reduced management fees, which are clearly listed on the invoices;
- Staff who are **deployed on Local Authority (LA) standard job descriptions** and are paid in line with the grading structure for these posts;
- Ability to **view CVs** of LTA teachers and support staff who are currently available for long term and permanent positions accessible on the Schools' Portal.

In these tougher economic times the LTA provides a high quality service and represents good value for money for schools. Under the new contract LTA offers a flexible charging model for schools in their use of supply teachers. As a result, varying pay rates are available for assignments of up to 30 consecutive working days. All teachers engaged on assignments of over 30 consecutive working days are paid at a rate equivalent to the national pay scales.



CONTACT THE LTA OFFICES NOW ON:

- **Tel: Preston - 01772 200845**
- **Tel: Lancaster - 01524 843347**
- **Website: www.lancashireteachers.co.uk**
- **Email: lancashire.teaching@reedglobal.com**

Supply Services Questionnaire

Lancashire County Council is constantly reviewing the provision of supply services to schools in order to be responsive to school needs in the delivery of workforce requirements. As part of this process Lancashire County Council is keen to know what schools' priorities are when using supply staff and understand the experience of all schools, regardless of how they arrange supply cover.

The feedback questionnaire is designed to gather relevant information without taking too much time to complete, but there are opportunities for school representatives to give more detailed responses if they are willing to be further involved. The questionnaire can be found at

School Supply Questionnaire

www.lancashire.gov.uk/corporate/questionnaires/runQuestionnaire.asp?qid=746741

Threshold

Teachers on M6 or the Upper Pay Spine wishing to be considered for pay progression have always had to show that they have had two successful successive appraisals in order to be recommended for LCC Pay Panel verification.

To be eligible for consideration for Threshold a supply teacher would need to draw upon the last two years of teaching experience (and meet the LTA employment criteria of 26 weeks per school year etc.). Any Threshold consideration can stand alone but is important that it is discussed at a Teacher's Appraisal meeting with their reviewer (LTA and/or school) before 31st October 2018.

As a supply teacher, you will need to provide evidence that you are meeting the 10 Post Threshold standards as well as continuing to meet the Teacher Standards. This evidence would mostly be included within the Performance Management / Teacher Appraisal review statements.

LTA find it helpful for teachers to provide summarised evidence in the form of concrete examples from your day-to-day work, in support of a threshold application. This evidence should be as recent as possible and clearly demonstrate that you have broadened and deepened your experience in order to be fulfilling the post threshold standards. The evidence of teaching should be taken from all educational settings where you have taught children of school age.

The LTA will be continuing to contact teachers that have completed 26 weeks by July 2018. If you consider you are eligible, are interested and have not been contacted regarding threshold and UPS progression, please inform claire.hilton@lancashire.gov.uk



Will I move up the pay spine in September?

From September 2014 the rules regarding pay progression have changed. LTA Teachers will no longer receive incremental pay progression unless they can satisfy generic appraisal targets around fulfilling Teachers Standards. In order to qualify, Teachers must have completed 26 weeks in aggregate through a Local Authority (LA); Teachers must have worked at least half a day on 26 different weeks.

Teacher Appraisal

Teacher Appraisal is available to all LTA teachers who currently satisfy the minimum requirements:

- Must be post induction
- Must have worked 26 weeks as a teacher for the LTA in the last year

This is an entirely optional activity and there is a responsibility on the part of the teacher to collect any evidence that may support their review including a lesson observation. Pay progression is not an automatic result of teacher appraisal. At the review a recommendation might be made for pay progression if you fulfil the required criteria in the School teachers' pay and conditions document and guidance on school teachers' pay and conditions 2017 and Lancashire Model Pay Policy 2017/18.

The LTA will be continuing to contact teachers that have completed 26 weeks by July 2018. If you consider you are eligible, are interested and have not been contacted regarding teacher appraisal, please inform claire.hilton@lancashire.gov.uk

Timesheet reminder

Our expectation of you the teacher or support staff is that you input your own hours onto the On-Time system or reconfirm them over the phone with your Consultant by Thursday evening at the latest. The school do not have the facility to do this as the system is designed to give you the candidate control. Your co-operation on this is vital to ensure that you are paid correctly. We will send a text prompt on a Thursday as a reminder to complete this task.

If you are booked directly by a school, it is imperative that you let us know so a timesheet record can be created for you.

If you have not used the system you will need to call your local LTA branch to obtain your login details.

Teachers' Pension Scheme (TPS) Newsletter – June 2018

The latest TPS Members Newsletter is available via the member resources on the Teachers' Pension website link available

www.teacherspensions.co.uk/members/resources/member-newsletter.aspx

The newsletter keeps members up to date with the latest news and changes e.g. changes to Pensions Increase and revaluation of Career Average pension benefits and General Data Protection Regulation (GDPR).

Compulsory Induction and Safeguarding Basic Awareness – Level 1

This compulsory course will include a short induction briefing followed by a Safeguarding Basic Awareness session

Induction: This briefing will include a general introduction to working in Lancashire; An overview of the wide range of Professional Development opportunities that are available to LTA staff, eligibility and how to apply; Information on Lancashire resources that have been made available to LTA staff and access details; E-safety awareness and Updates as relevant.

Safeguarding – Level 1: In so far as schools and staff therein are concerned, safeguarding and promoting the welfare of children has never had a higher profile. 'Safeguarding' is now a limiting judgement for Ofsted and it is a statutory requirement for all staff in schools to update their safeguarding training every three years.

It is imperative that all staff in schools are clear about their role and responsibilities in respect of safeguarding and promoting the welfare of pupils. Moreover, it is essential that they have a clear understanding of the broader safeguarding agenda, how it relates to and differs from 'child protection', who does what and when, what to look for etc.

The safeguarding training on offer is Level 1 Basic Awareness training. The learning outcomes for attendees are as follows:

- Understand 'safeguarding' and 'child protection'
- Clarify roles and responsibilities in school
- Identify possible signs and symptoms of abuse
- Consider possible barriers and pitfalls identified by research
- Explore guidance for safer working practice

All newly registered LTA teachers and support staff and all LTA staff who have not had Safeguarding training for 3 years MUST attend this course. The training is accessible because it is held as twilight sessions or Saturday mornings and is at local venues so work opportunities need not be missed. Each participant receives a certificate of attendance. Future dates available include:

- **Saturday 29 Sep 2018, 9:30 AM - 1:00 PM.**
Farington Lodge, Leyland, PR25 4QR
- **Tuesday 30 Oct 2018, 4:30 PM - 8:00 PM.**
Barton Grange Hotel, Preston, PR3 5AA
- **Wednesday 07 Nov 2018, 4:30 PM - 8:00 PM.**
Borwick Hall Outdoor Education Centre, Carnforth LA6 1JU
- **Saturday 17 Nov 2018, 9:30 AM - 1:00 PM.**
Oswaldtwistle Mills Clifton Mill, Pickup St, Accrington BB5 0EY
- **Saturday 19 Jan 2019, 9:30 AM - 1:00 PM.**
Barton Grange Hotel, Preston, PR3 5AA
- **Tuesday 05 Feb 2019, 4:30 PM - 8:00 PM.**
Oswaldtwistle Mills Clifton Mill, Pickup St, Accrington BB5 0EY
- **Saturday 09 Mar 2019, 9:30 AM - 1:00 PM.**
Borwick Hall Outdoor Education Centre, Carnforth LA6 1JU

Newly Qualified Teachers (NQTs)

If you are an NQT, and you have any specific training needs within your first year of teaching we may, in some cases, be able to offer guidance and support

www.lancashire.gov.uk/lpds/courses.asp?q=NQT

Please contact Nigel Kirkham – Nigel.Kirkham@lancashire.gov.uk should you wish to discuss.

Frequent User Membership (FUM) Scheme

The LTA Frequent User Membership (FUM) Scheme is designed to give discounts on schools' recruitment services. By paying an annual subscription, schools can make savings on short term teacher and support staff bookings as well as make savings on contract introductions.

Temporary bookings

On payment of the annual subscription fee below, FUM schools save £7 per day on LTA Standard Daily Charge rates for Teachers, Teaching Assistants or Administrative Staff.

FUM Fees for 2018 / 2019

Nursery/Primary Schools with 100 or under on roll £175
Primary Schools with 101 or more on roll £250
Special Schools £300
Secondary Schools with less than 600 on roll £475
Secondary Schools with more than 601 on roll £550

Contract Fees

A Frequent User Member School that moves an LTA candidate onto contract within the first term of a long term placement, benefits from at least a 50% reduction on our standard contract fees. The transfer to contract fee is calculated at the time the LTA is informed by the school that the candidate is to be moved to contract.

All Schools, whether Frequent User or Standard User, can move any candidate who is working on a long term assignment, onto contract after completing 65 days (1 term) FREE of charge.

Benefits for the Frequent Use Membership run strictly from 1st September to 31st August, e.g. if you sign up in December 2018 your membership will only apply for the period to end August 2019. A school can join at any time but the reduced service fee will only be applied to any placement from the date the membership form is received.

School Term and Holiday Dates 2018/19

Autumn Term 2018

Starts: Monday 3 September 2018

Half term: Monday 22 October - Friday 26 October 2018

Ends: Friday 21 December 2018

Spring Term 2019

Starts: Monday 7 January 2019

Half term: Monday 18 February - Friday 22 February 2019

Ends: Friday 5 April 2019

Summer Term 2019

Starts: Tuesday 23 April 2019

May Day: Monday 6 May 2019

Half term: Monday 27 May - Friday 31 May 2019

Ends: Tuesday 23 July 2019

LTA Course Programme 2018 - 2019

LTA teachers and support staff can now attend any number of CPD courses from the Lancashire Teaching Agency Category on the Lancashire Professional Development Service (LPDS) website: <http://www.lancashire.gov.uk/lpds/>

Our aim is to provide a broad range of good quality CPD for LTA members and we will continue to monitor needs and requirements in order to give support across all subject areas. Wherever possible, LTA courses are run as twilight sessions and repeated in various locations around the Lancashire. These timings have been chosen to accommodate the work patterns of supply staff.

The allowance does not include any courses from the LPDS marketed main course programme. However, if you wish to 'self-fund' any of your CPD you can attend any course you wish by using the 'Self-funding' option when making a booking.

Please note: If you have been offered a place on a course and for any reason you cannot attend, please contact our office via email: lpds@lancashire.gov.uk or 01257 516100 at the earliest opportunity to inform our admin team. If you fail to let us know, you may forfeit all of your CPD entitlement and incur a 'non' attendance fee.

The following courses are currently available for the academic year 2018-2019. Further courses will also be added to the website to meet demand and respond to your needs.

Current LTA Programme Course Titles

Active Learning and Creative Assessment in Primary Science - Evidence of thinking and learning

An Introduction to PIVATS 5 for TAs

Assessing Writing with KLIPs – This course is free for LTA Supply Teachers

Compulsory Induction Session and Safeguarding Basic Awareness - Level 1

Developing Conceptual Understanding in Mathematics (LTA) - This course is free to LTA Supply Staff

Geography and History at KS1 and KS2 - This course is free to LTA members

LTA: An overview of Lancashire Support Documents for English and Literacy

Managing Behaviour Effectively During PPA Time: A Course for Primary Teachers and TAs

Planning Around a Theme - This course is free to LTA Supply Teachers

Planning a Behaviour Intervention to Support Pupils with SEND in Mainstream Classrooms

Practical Primary Science for LTA

Reasoning and Problem Solving in Mathematics (LTA)

Statutory Assessment Procedures in Lancashire Primary Schools - This course is free for LTA Supply Teachers

Supporting Pupils with Down Syndrome to Develop their Early Reading, Writing and Number Skills

Understanding Written Calculations - This course is free for LTA Supply Teachers

Workshop to Raise Awareness of PREVENT (WRAP Training) - This course is free to LTA delegates

Secondary and Special CPD opportunities

In Autumn Term 2017 and Spring Term 2018, 382 delegates attended 8 Induction/ Safeguarding courses, 553 delegates attended 22 LTA courses and 123 delegates attended courses from the Lancashire Main programme via special arrangement for NQTs, Secondary and SEND delegates.

There is an increase in the number of LTA teachers and support staff that have received CPD and the breadth of provision has broadened to cover more diverse training needs. The number of delegates that have received training via the LPDS main courses programme has increased significantly and this is due to course places being available from the SEND programme and a smart approach to offering LTA teachers and support staff, especially NQTs, places on course that fulfil their individual training requirements and assist with their career development as well as improving learning in Lancashire schools.

To support secondary and special school colleagues, consideration will be given to CPD requests to attend secondary phase and SEND courses that are advertised on the LE main course programme. Individual applications need to be made in order to access this training to Nigel Kirkham – Nigel.Kirkham@lancashire.gov.uk

Training Needs Analysis Questionnaire

On registration and re-registration teachers and support staff will need to complete the TNA questionnaire which provides us with the training requirements for the CPD programme. If a specific training requirement is indicated on the questionnaire responses which is not part of the LTA Course Programme teachers and support staff may be contacted independently to meet this provision through alternative CPD. We have taken on board previously received comments and revised the training provision to meet your preferred timings of courses. Please follow the links below: **Training and Development** or:

<http://www3.lancashire.gov.uk/corporate/web/?siteid=3504&pageid=10032&e=e>