

## LANCASHIRE TEACHING AGENCY

### SUPPLY TEACHER PROFESSIONAL STANDARDS (SEPTEMBER 2020)

By registering as a supply teacher with the Lancashire Teaching Agency (LTA), there will be expectations placed on you and your conduct. In return, we will work in partnership with schools and the LTA will provide a range of support to ensure that professional standards are adhered to.

#### **Expectations**

- You are expected to be flexible in your approach to work
- Every effort will be made to match your experience and qualifications to the school. However, there is a need for flexibility as sometimes work will be in schools where there is not an exact match to your expertise and/or knowledge.
- **You must inform the LTA of any changes to your availability at the earliest opportunity by telephone.** This information must not be provided via email.
- The LTA will expect you to accept reasonable offers of work. If you repeatedly and unreasonably refuse offers of suitable work or fail to attend a previously-agreed assignment without a reasonable explanation, you may be deregistered from the Agency and required to re-register if you wish to be considered for future placements.

#### **Conduct during school placements**

- Where possible, contact the school prior to the start of your supply work to clarify the age group being taught, work being taught etc.
- Dress in a way which is appropriate for a school setting and which reflects Section 8 of the 'Guidance for Safer Working Practice for those who working With Children and Young people in Education Settings' (May 2019).
- Arrive at school in good time for the start of the day and properly prepared.
- Maintain a professional standard of appearance and behaviour at all times.
- Ensure that the health and safety of the pupils are paramount at all times.
- Keep themselves and other members of the school community safe by ensuring that they act in accordance with current Coronavirus (Covid 19) guidance and legislation.
- At the end of each assignment complete handover notes for the school, showing learning objectives, outline of activities, outcomes and any other issues e.g. problems with children.
- If the school provides lesson planning, only outcomes and other issues are required.
- Work set must be marked.
- Have prepared a basic resource pack for use in emergencies. This might be a selection of activities, worksheets and other materials appropriate to the age range covered.
- Where teachers are likely to cover such activities as PE, they should ensure they always have appropriate clothing and personal equipment available, if required.

- You are expected to fulfil the requirements of the role of a teacher as detailed in School Teachers' Pay and Conditions Document a copy of which is held at each LTA branch and can be downloaded [here](#).
- You may be required to perform such duties as deemed necessary by the Head Teacher (or representative) as part of an element of 'directed time'.
- To help avoid unnecessary delays in arrival, especially in unfamiliar areas, supply teachers are advised to have access to an up-to-date street map of relevant areas or sat nav.
- You will need to conduct yourself both on and off duty (including use of social media – See Model Policy On The Use Of Social Networking Sites And Other Forms Of Social Media) in a manner compatible with your employment status within the school.

### **Professional Development**

- You are required to attend induction training for supply teachers **delivered face to face online via Zoom** within your first term of registration. This will be provided by LCC Learning Excellence and will include safeguarding training.
- You are also expected to attend relevant training provided by LCC Learning Excellence. You will receive appropriate notification of these events.
- You will be expected to maintain your personal profile and to update your training needs analysis at least annually.
- Further information about CPD for LTA supply teachers can be found in the LCC CPD for Supply Teachers policy a copy of which is available in each LTA branch office and on the LTA website [www.lancashireteachers.co.uk](http://www.lancashireteachers.co.uk).

### **Monitoring Performance**

- You will be asked to give the LTA your own feedback on your experiences in schools.

### **Registration**

- You will be registered for up to one year with the LTA, beyond this you will need to complete an annual re-registration process to update your CV, training and safeguarding clearances.

### **The LTA requests schools provide:**

- Relevant, basic information about the school to enable you to become familiar with school routines etc. as quickly as possible.
- A briefing - the Head Teacher (or representative) will normally brief you on the duties required for the assignment.
- An Evaluation of Service questionnaire, usually completed by the Head Teacher (or representative).
- Feedback on your performance - Head Teachers (or representatives) will be asked to provide feedback including comments on the following:
  - a) Timekeeping
  - b) Suitability
  - c) Reliability
  - d) Curriculum knowledge & planning
  - e) Classroom management
  - f) Assessing, recording and reporting

- g) Pupil behaviour management
  - Head Teachers (or representatives) should, where possible, raise any concerns with you before returning the questionnaire to us.
  - Where a supply teacher has undertaken a long-term placement, a professional reference will be sought from the Head Teacher or other senior manager of the school in which the teacher has worked.

## **The LTA will undertake to**

### Registration

- Register supply teachers in accordance with LTA Registration Procedures a copy of which is available in each LTA branch office and on the LTA website [www.lancashireteachers.co.uk](http://www.lancashireteachers.co.uk).
- Register supply teachers for one year with annual re-registration processes. LTA will review the registration status of any supply teacher who has not worked for LTA for 90 days or longer, or who has repeatedly/unreasonably refused offers of suitable work, or who has failed to attend a previously-agreed assignment without a reasonable explanation. LTA may be required to obtain a new Disclosure and Barring Service (DBS) clearance and carry out additional checks in the event of a supply teacher not having worked for the agency for 90 days, and therefore the Teacher will be required to undergo the re-registration process.

### Provision of Work

- Reasonably match supply teacher experience and qualifications to available work.
- Provide you with any relevant information about the school that we have available.
- The LTA reserves the right to withdraw a placement once it has been offered or terminate a placement once it has commenced.

### Professional development opportunities

- LTA will provide induction training for teachers new to supply teaching at LTA, which will include safeguarding training.
- Through Learning Excellence, the LTA will notify you of relevant training opportunities that you can access as part of the CPD entitlement with no course fees.
- LTA will provide an opportunity for you to complete your Training Needs Analysis.
- The LTA website [www.lancashireteachers.co.uk](http://www.lancashireteachers.co.uk) has links to useful policies, websites and further information

### Monitoring Performance

- LTA will share feedback from schools with teachers as appropriate.
- Where a supply teacher has undertaken a long-term placement feedback will be sought from the Head Teacher or other Senior Manager of the school in which the teacher has worked.
- The LCC Policy for Performance Management will be adhered to where a supply teacher wishes to apply to be paid on the Upper Pay Range (UPR).

Teachers wishing to be considered for progression within the Upper Pay Range will be required to show how they have maintained threshold standards, and how their performance has been substantial and sustained.