

## Annual LTA Re-Registration

All teachers and support staff who wish to continue working for the LTA from September 2020 will be expected to re-apply for work with us during July and August. In order to be considered for re-registration the following tasks need to be completed:

1. Please send an updated CV in the exact LTA model CV format to **[lancashire.teaching@reedglobal.com](mailto:lancashire.teaching@reedglobal.com)** (This must not be sent to your Consultant).
2. Update your online training needs analysis questionnaire (TNA) to be emailed to you over the Summer.
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.reedglobal.com/lancashire-teaching-agency](http://www.reedglobal.com/lancashire-teaching-agency)

The model **Teacher CV** / model **Support Staff 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 by telephone. 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 'SHINE Videos and CVs' section on the School Portal for Lancashire schools to view.

If you no longer require the services of the LTA, please email including your name together with the reason to

**[lancashire.teaching@reedglobal.com](mailto:lancashire.teaching@reedglobal.com)**

## Return to full opening of schools

You may be concerned about the return to working in schools in the new academic year. We would like to reassure you that all Lancashire schools have undertaken the significant task of completing site-specific Covid-19 risk assessments for September 2020, which create a safer environment for pupils and staff and make our schools Covid Secure.

In order to keep yourself safe in the workplace, please follow the following advice:

1. Follow government guidance in relation to social distancing and hygiene (i.e. regular hand-washing, coughing/sneezing into a tissue or your inner elbow, clean/disinfect regularly touched surfaces);
2. Do not attend any workplace if you are suffering from the symptoms of Coronavirus (i.e. a new continuous cough, a high temperature or a loss/change in your sense of taste or smell), and ensure that you follow government advice with regard to self-isolation if you or a member of your household exhibits these symptoms;
3. Ensure that you follow all school policies and procedures with regard to Covid-19 and health and safety;
4. Comply with any requirement to be tested for Coronavirus and/or self-isolate via the Track and Trace process;

If you believe that there are barriers preventing a return to work for you, please discuss this by phone with your LTA Consultant.



## LTA Recruitment – School Candidate Referrals

Candidate referrals is our best source of finding some of our best candidates working for LTA. These referrals come from both our current staff and the schools we work with.

- Do you know someone who is still looking for a new role?
- Have you had someone in school on placement, who you would recommend?
- Part time staff, looking for more hours?

Please feel free to pass on the contact details of someone you would happily recommend.

## Timesheet reminder

Our expectation of all LTA staff is that you input your own hours onto the XMS system 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 or email 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.

### CONTACT THE LTA OFFICES NOW ON:

→ **Tel: Preston - 01772 200845**

→ **Tel: Lancaster - 01524 843347**

→ **Tel: Secondary: 01772 567302**

→ **Email: [lancashire.teaching@reedglobal.com](mailto:lancashire.teaching@reedglobal.com)**

## Will I move up the pay spine in September?

From September 2014 the rules regarding pay progression 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 2019 and Lancashire Model Pay Policy 2019/20.

The LTA will be continuing to contact teachers that have completed 26 weeks by July 2020. If you consider you are eligible, are interested, and have not been contacted regarding teacher appraisal, please inform [claire.hilton@lancashire.gov.uk](mailto:claire.hilton@lancashire.gov.uk)

## 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 2020.

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 2020. 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](mailto:claire.hilton@lancashire.gov.uk)

## Have you completed your SHINE Video?

Lancashire Teaching Agency (LTA) as an enhancement to our service are now able to offer Lancashire schools the opportunity to view SHINE Videos, to bring the skills to life of teachers and support staff available for long term and permanent positions.

LTA teachers and support staff as part of the recruitment process are requested to prepare a personal profile as well as the SHINE Video responding to carefully selected questions designed to showcase their skill set, previous experience, education knowledge, communication skills and personality.

Completing a Video profile is optional, however completing it will assist in matching you to the right job, with the right school and show off your communication skills and personality in a way that a traditional CV simply can't do. You can use your computer, phone, or tablet, and you can record your answers where, and when it suits you. There's no pressure as you get to review each answer, and re-record as many times as you like, until you are happy with it. Should you wish to complete a SHINE video, please email [lancashire.teaching@reedglobal.com](mailto:lancashire.teaching@reedglobal.com) to be sent a link

For LTA Teachers we would like you to do to support your video profile by planning a 30 minute lesson of your choice. During your video you will cover the three areas below.

1. Talk us through the lesson plan, how it would be delivered and how it would fit into a wider scheme of work? (Maximum of 5 minutes to answer)
2. A broad and balanced curriculum is of upmost importance in the current climate. How would you help to develop and enrich a school's curriculum? (Maximum of 2 minutes to answer)
3. Tell us about yourself in 30 seconds.

When you have completed your video, please submit and email your lesson plan at the same time to [lancashire.teaching@reedglobal.com](mailto:lancashire.teaching@reedglobal.com)

Note: For Schools only. Take a look at video and lesson plans (link: [https://schoolsportal.lancsngfl.ac.uk/view\\_sp.asp?siteid=3504&pageid=17019&e=e](https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3504&pageid=17019&e=e)) of some of our teachers and support staff alongside the CV's which are accessible on the Schools' Portal. (This is for Schools only) Different videos and lesson plans will be posted regularly, ranging from Foundation Stage Teachers to Teachers of Secondary Mathematics. To ease your browsing experience candidates have been allocated into the phase and geographical areas of Lancashire in which they work e.g. North, South, East and Secondary.

The search facility allows you to search for a candidate in a specific subject (or area) if you can press Ctrl and F on your keyboard to bring up a search bar. When you type into this search bar all relevant results will be highlighted.

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

## Frequent User Membership (FUM) Scheme

The LTA Frequent User Membership (FUM) Scheme is designed to provide discounts for 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 and all whole school recruitment roles.

### FUM Fees for 2020 / 2021

Membership Type	Annual Fee	Perm Fee	TTP Fee
Primary school/Nursery less than 100 on roll	£175	£900	£600
Primary school more than 100 on roll	£250	£900	£600
Secondary school less than 600 on roll	£475	£900	£600
Secondary school more than 600 on roll	£550	£900	£600
Special schools	£300	£900	£600
Non-Members	No charge	£1,800	£1,200

### Contract Fees

A Frequent User Member School that moves an LTA candidate onto a 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 2020 your membership will only apply for the period to end August 2021. 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.

## Teachers' Pension Scheme (TPS)

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

<https://www.teacherspensions.co.uk/members/resources/member-newsletter.aspx>

If you are a member of the Teachers' Pension Scheme it's really important to keep up to date with your pension and in particular your Benefit Statement. Over 600,000 members have a secure online portal account known as My Pension Online and know that it's the best way to manage their pension. Once you register you'll have access to:

- Update your details anytime online
- View your Benefit Statement – this is the only place you can view this
- Nominate beneficiaries
- Complete important forms and documents
- Use online calculators to explore your benefits
- Find out more about the other benefits available to you

By registering it also means that Teachers' Pensions can contact you directly with important updates and changes that may affect your pension.

All you need to register is:

- a) Your Teachers' Pensions reference number (also known as your DfE number)
- b) Your National Insurance number
- c) Your email address - we recommend a personal email address

Register for **My Pension Online**

<https://teacherspensions.us4.list-manage.com/track/click?u=9a6ea4bd7b7884688e77792cc&id=e7eea95ce9&e=3e13ce2c6a>

## School Term and Holiday Dates 2020/21

### Autumn Term 2020

Starts: Tuesday 1 September 2020

Half term: Monday 26 October - Friday 30 October 2020

Ends: Friday 18 December 2020

### Spring Term 2021

Starts: Monday 4 January 2021

Half Term: Monday 15 February - Friday 19 February 2021

Ends: Friday 26 March 2021

### Summer Term 2021

Starts: Monday 12 April 2021

May day: Monday 3 May 2021

Half Term: Monday 31 May - Friday 4 June 2021

Ends: Tuesday 20 July 2021

## Compulsory Induction and Safe-guarding 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:** 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 induction training for all LTA teachers and support staff is well established and is organised and run by Lancashire Professional Development Service. The aim of the training is to provide an overview and update on current issues and practice as well as an induction into Safeguarding and ICT. Future available dates are available on-line at [https://lccsecure.lancashire.gov.uk/lpds/course\\_details.asp?course=LTA109&suffix=u&year=2020/2021](https://lccsecure.lancashire.gov.uk/lpds/course_details.asp?course=LTA109&suffix=u&year=2020/2021) or please contact [Stacey.Winder@reedglobal.com](mailto:Stacey.Winder@reedglobal.com)



# LTA Course Programme 2020-2021

In Autumn Term 2019 and Spring Term 2020 there were 580 LTA bookings for Induction/ Safeguarding courses, 677 delegates attended 19 LTA courses, 91 delegates attended LTA courses and 36 delegates attended courses from the Lancashire Main programme via special arrangement for NQTs, Secondary and SEND delegates.

There was 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.

Registered LTA members 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/>

LTA members who are looking to work in Special Needs settings can book places on courses within the SEND course category.

For secondary phase LTA members your allowance can include any courses with the Secondary programme.

For any other courses, outside of the above allocated programmes, candidates can choose to self-fund.

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.

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.

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. Please contact Nigel Kirkham – [nigel.kirkham@lancashire.gov.uk](mailto:nigel.kirkham@lancashire.gov.uk) should you wish to discuss this.

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](mailto: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.

Further courses will also be added to the website to meet demand and respond to your needs.

## 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 [www3.lancashire.gov.uk/lpds/courses.asp?q=NQT](http://www3.lancashire.gov.uk/lpds/courses.asp?q=NQT).

Please contact Nigel Kirkham –

[Nigel.Kirkham@lancashire.gov.uk](mailto:Nigel.Kirkham@lancashire.gov.uk) should you wish to discuss.

## Have a fantastic summer

With best wishes from all at the staff at the LTA. Hopefully the payments made through Reed Temporary Furlough Scheme and Lancashire County Council have helped you through this unprecedented period. Our key focus is now on securing you work in the new academic year and we look forward to speaking with you all, so please keep in touch as we're confident there will be plenty of opportunities in the Autumn Term.

# CPD revisions from September 2020

During Spring Term 2020 as we had to deal with the restrictions forced upon us due to the worldwide and national COVID-19 pandemic our mandatory Induction & Safeguarding face to face training courses had to be cancelled. In order to offer continued support we quickly responded by offering this training online via Zoom sessions.

The feedback from delegates who have attended the online sessions has been very positive with many people commenting that due to the nature of the work of supply staff and irregular work patterns, being able to receive the training at home and not having to travel to venues is really helpful in managing time and work/life balance.

Here are some comments from recent sessions:

“Thank you very much for the online safeguarding course last night. It was a great refresher and it was so convenient with it being online. As I also have to arrange childcare arrangements it was so helpful and easy with it being online.

This will also make me want to book on more CPD courses should more continue to be online.’

‘My first online course, I would choose this method again for many reasons: not having to travel is a biggie and feeling that others are comfortable with that too. I was able to concentrate more on what was being said due to not being in the same space as lots of people and having info on my own screen as close as needed. It just really seems to work efficiently.

Looking forward to checking out the many resources and I feel the changes since I last did safeguarding in 2018 were put across simply with inspiration.’

‘The course was superb. The trainers' passion and experience gave the session an energy which ensured my engagement throughout, resulting in a strengthening of my confidence as a supply teacher to report safeguarding concerns should they arise. In addition, the resource material is well presented, comprehensive and current, and an excellent tool with which to consolidate and extend the learning and understanding I gained from the session.

In terms of the course being on-line, I have surprised myself (as a self-confessed Luddite) in preferring this to training sessions in person. I was able to listen and reflect more effectively, without having any of the cognitive distractions that can emerge when in an unfamiliar environment with unknown people. I also love the fact that it uses my most scarce commodity of time incredibly effectively.’

‘The online format was fantastic for me. I don't drive and was having to look into public transport options / car share etc. to get out to Borwick Hall. I felt really lucky that I was able to access the course from the comfort of my own home today.’”

In response to our own monitoring and feedback from delegates we have made the decision that as from September 2020 all the LTA Induction/Safeguarding training will be delivered as online sessions [https://lccsecure.lancashire.gov.uk/lpds/course\\_details.asp?course=LTA109&suffix=u&year=2020/2021](https://lccsecure.lancashire.gov.uk/lpds/course_details.asp?course=LTA109&suffix=u&year=2020/2021)

We will continue to monitor this throughout the next academic year to ensure LTA members are in favour of this type of delivery.

Regarding the wide range of additional CPD opportunities that are available for LTA members we will consider offering other courses in the online format. These will be added later in the academic year if appropriate. All LTA course titles can be accessed the link <https://lccsecure.lancashire.gov.uk/lpds/courses.asp?subject=LTA>