



About Lancashire County Council



Lancashire County Council has a long track record of working pro-actively to address recruitment and retention issues in schools. The Lancashire Teaching Agency (LTA) is a key part of the Authority's Recruitment and Retention Strategy providing a vital source of quality assured short and long term supply cover to our schools and playing an important role in providing teachers in hard-to-recruit areas. In addition, the LTA offers an effective retention tool for teachers, affording flexible working options to support work life balance, therefore retaining teachers in the profession.

Lancashire was successful in gaining Beacon Council Status in 2004/2005 for Transforming the School Workforce in recognition of our innovative work relating to recruitment and retention and the remodelling of the school's workforce.

Lancashire's innovative approach to partnership working led to the Council being at the forefront in establishing the LTA in 2002.

Within the partnership, Lancashire County Council is responsible for

- List 99 clearances;
- Roles and responsibilities for NQTs including an annual series of NQT Induction Seminars and induction extension arrangements through the NQT Steering Group;
- Appraisal for staff eligible for performance pay threshold and performance management;
- Provision of a termly training programme, brokered through Learning Excellence Teacher Advisers and accredited professional development opportunities through Edge Hill University;
- Advising supply teachers on the compilation of personal portfolios of training and development;
- Payroll
- Contracts of Employment
- Pensions;
- Invoicing schools;
- Debt recovery;
- Liaison with the Teacher Associations and Trade Unions; and
- The development of personnel procedures and policies including the LTA's Disciplinary, Complaints and Competence policies.



About Reed Education



Reed Education is a national organisation set up in 1998 to provide best value, specialist recruitment to the education sector. All Reed Education offices have been selected as preferred supplier to their LEA. In addition, in Bradford, Cheshire, Leicestershire, Lancashire, North Lincolnshire, Nottingham and Wakefield we have been chosen as partners to the Local Authority to provide professional recruitment services matched to specific local needs.

Bradford

Education Professionals



Cheshire

Education Professionals



North Lincolnshire

Education Professionals



Lancashire

Teaching Agency



Nottingham City

Supply Service



Wakefield

Education Professionals



Leicestershire

Supply Service



Lancashire Teaching Agency is a collaboration between Lancashire County Council and Reed Education. The partnership allows a unique opportunity to tailor recruitment provision to the LEA and Lancashire schools. We support teachers with professional rates of pay and provide best value to schools with a transparent and honest charging scheme.

Reed Education is part of the Reed Learning group, one of the foremost learning organisations in the UK.

- Through our training division we provide learning, development and recruitment solutions to both the private and public sectors.
- Our business school in the Cotswolds is a centre of academic excellence for professional qualifications. It is known for pass rates far higher than national average, and prepares students for the challenges of ACCA, CIMA, ICAEW and CIPD qualifications.

We have a continued and passionate commitment to delivering results that make a real difference. We do this by combining the expertise and resources of a large organisation with the friendliness and dedication of a family firm.

About this membership pack

This pack outlines the features of our Membership Scheme. You'll find everything you need to know about recruitment savings and discounts on training and development. For more details give us a call on the number on the reverse of this pack or visit www.reedlearning.co.uk/schools.

We've designed the scheme to save you money when you commit to working with us. We do this because we want to become the recruitment and learning partner of choice to schools, colleges, public and private organisations across the country. If you have any feedback on our service or on this membership scheme we'd love to hear from you.



Continuing Professional Development (CPD)



We aim to provide a continuous structured and differentiated programme of learning and development opportunities for all LTA teachers. The programme is designed to meet the individual needs of all LTA teachers and prepare them for the demands of the classroom. Alongside this is a commitment to career advice and support, linked to the individual needs and aspirations of the teacher.

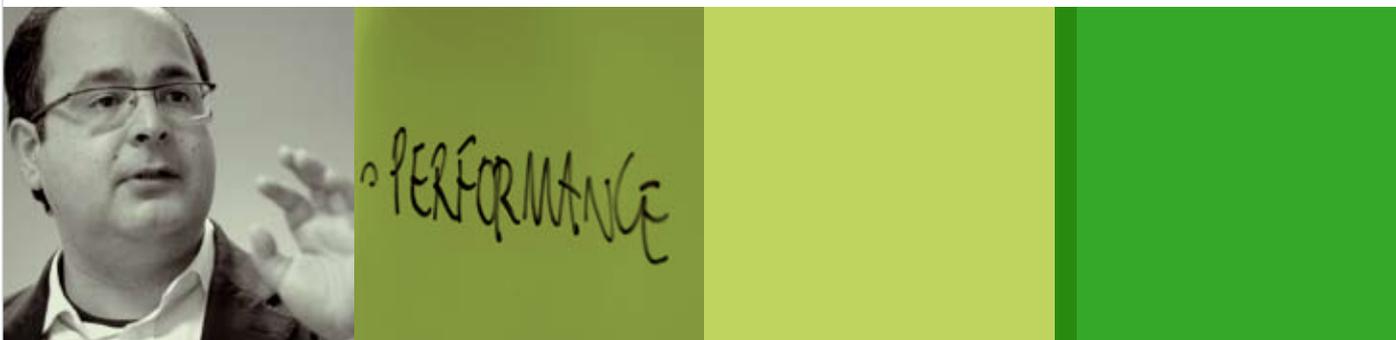
All LTA professional development support is informed and guided by the needs of schools, taking account of phase and specialism. Learning Excellence, within Lancashire County Council, is responsible for arrangements relating to the organisation and delivery of professional development for supply teachers.

Upon registering with the LTA, all supply teachers are offered the opportunity to complete a Training Needs Analysis (TNA). Information from TNAs is used to offer a package of professional development opportunities for all teachers, built around a programme tailored to the needs of supply teachers, including access to the Learning Excellence and Edge Hill University programmes and a range of training opportunities provided by Reed Education.

The programme is designed to ensure that all LTA teachers can make an effective contribution in the classroom and that the programme contributes to the professional growth and career development of teachers. At the heart of the professional support available to LTA supply teachers is a core programme of training, developed from the most common needs of supply teachers, as identified in their TNAs. This programme will be offered as a rolling programme of twilight sessions each term and in a number of locations across the County.



Continuing Professional Development (CPD)



Courses offered in the past have included

- Primary Numeracy;
- Primary Literacy;
- Behaviour Management;
- Interactive Whiteboard Training;
- Secondary Literacy;
- Secondary Mathematics;
- Job Search Skills;
- Art & Design: Adobe Photoshop;
- Assessment For Learning;
- Design & Technology – Developing Designing;
- Early Years - Developing Brain Based Learning;
- English - Super Sentences, Phonics, Conquering High Frequency Words;
- Mathematics – Using Interactive Teaching Programs, Using Dynamic Geometry Software;
- Physical Education;
- Personal, Social & Health Education – Sex & Relationship Education;
- Science - Human & Other Animals, Materials, Electricity;
- Inclusion (SEN); and
- PSHE – “I have been asked to cover for a subject specialist – no one told me I would have to teach PSHE”.

Cross Phase Courses have included

- Professional Development Profiles;
- Writing Application Forms & Interview Techniques;
- Dealing with Challenging Pupils;
- Strategies For Pupils With Literacy Difficulties; and
- Assessment For Learning at Key Stages 3 and 4.

Through our partnership with Edge Hill University, supply teachers have also been able to access the following accredited courses at Master’s level

- Play and Early Education;
- Effective Teaching and Learning for the Early Years;
- Assessment and Testing; and
- Autistic Spectrum Disorders.

The LTA supports the induction of Newly Qualified Teachers (NQTs) working through the LTA by holding specific support sessions at the start of the academic year giving guidance on the procedures and processes for completing induction.

Teachers wishing to apply for Threshold and Performance Management are assisted through target setting and guidance sessions on completing the necessary paperwork.

All LTA teachers are invited to develop a professional development portfolio. The portfolio is designed to act as a record of the teacher’s professional achievements and can be used as a framework for accreditation. LTA teachers can register with the Lancashire County Council and Edge Hill University Accreditation Partnership.

The programme provides teachers with the opportunity to gain a Post-Graduate Certificate of Professional Studies and access to higher qualifications. The accreditation is structured around the training needs assessment process, professional reflection, action planning and the professional development portfolio. This programme is provided at no cost to all LTA supply teachers.



Discounted learning for all



As part of the Reed Learning group we are able to offer members access to considerable discounts on the huge variety of learning opportunities that we offer. For details of any Reed Learning courses or to request a free directory please visit www.reedlearning.co.uk, or email more.info@reedlearning.co.uk.

Discounts on public courses

As a member school you will enjoy a 50% discount on all of our public programmes, with over 200 courses ranging from Effective Communication to Liberating Leadership. Delegates on these courses come from a huge range of organisations, which enables you to share experience and develop skills with those outside the education sector. For information on courses or how to book please visit www.reedlearning.co.uk/schools.

Education-specific courses

Through consultation with schools and teachers we have developed a series of courses specifically to help teachers develop the skills needed to meet the pressures they face, week in week out. For every teacher who attends a course, we will provide optional supply cover within the price of the course.

We also work regularly with both schools and colleges to develop on-site and in-service learning interventions to help meet organisational needs.

Accredited programmes

Our accredited programmes, often delivered with the involvement of the Reed Business School, provide recognised professional qualifications for those who have experience in a role and aspire to develop their expertise. With the changing workforce in education, programmes of particular interest might include:

Professional diploma in management,
accredited by the Chartered Management Institute.



Certificate in professional PA & secretarial skills,
endorsed by the Institute of Qualified
Professional Secretaries





Supporting your supply teacher



How to help supply teachers make an immediate impact at your school

Induction

Provide a general introduction to the school, its ethos, philosophy and policies, which should be matched to the length of cover

Provide a fact sheet

Whenever this is possible, to include lesson and break timings and useful contacts

Assign a 'staff room buddy'

This is a good way to make the teacher feel welcome and assimilate them with the school environment

Provide information about the curriculum

For example, offer access to resource sheets on topics covered

Provide information about the pupils

For example on levels of attainment or any specific SEN requirements

Provide feedback

If there are any areas for development it may be possible to address these with free access to CPD

Ensure procedures are clear

It is essential that information regarding school procedures (especially discipline) is easily accessible

Define expectations

Ensure that the supply teacher is aware of what is expected of them



Your guide to membership pricing

Standard use membership

This type of membership is free to all schools, with the benefits and prices outlined in the enclosed pricing structure.

Frequent use membership

By paying an annual subscription, schools can take advantage of significant discounts on our recruitment services (see enclosed pricing structure).

- The membership fee will be renewable annually, and the year will run from 1st September to 31st August.
- A school can join at any time of year and enjoy the discounts outlined from that month onwards, but membership renewal will be required again the following September.
- The membership fee cannot be pro-rated.
- The frequent use membership fee will be based on the number of pupils on roll on the 1st September and thereafter on the same basis for each subsequent year's membership.

Designated teachers

In recognition of the special relationships that exist between schools and local teachers, member schools can designate teachers to us by completing the enclosed form. We will maintain a list of designated teachers for each school. Lancashire Teaching Agency will take care of the administration and payroll processing on behalf of the school.

See enclosed pricing structure for details of cost savings for member schools when using a designated teacher. Designation of supply teachers is not available to Standard User school members.

What is a designated teacher?

A designated teacher is a teacher whom a school has had a previous relationship with prior to using Lancashire Teaching Agency. Any teacher matched by Lancashire Teaching Agency to the school cannot subsequently be designated. Schools must identify the supply teachers they wish to designate to the service at the point at which the Frequent Use membership fee is paid. Schools will need to re-designate existing teachers annually to allow us to update records.

How does the designation scheme work?

Schools can contact designated teachers directly, and send us the timesheet at the end of the assignment/week. Timesheets should be sent to the local Lancashire Teaching Agency office, or schools can complete an electronic OnTime timesheet. It is the responsibility of the schools to contact their designated teachers and arrange cover with them directly.

What if my designated teacher is not available?

If your school's designated teachers are not available, then contact Lancashire Teaching Agency to match a teacher to your cover needs. We will match a teacher for that supply requirement at the daily matched fee rate (see enclosed pricing structure). If, for whatever reason, a designated teacher is matched to a school by Lancashire Teaching Agency then the daily matched fee rate will be charged.

Can I employ my designated teachers on a permanent/contract basis?

Schools can transfer their own designated teachers onto contract free of charge at any time.

Can I add designated teachers throughout the school year?

After the designation form has been completed, a school can only add a designated teacher to its list under the following conditions: (All requests must be sent by email or in writing).

- a teacher retires from the school, but wishes to return for supply on an ad hoc basis
- a teacher new to the area approaches the school directly and is not already registered with Lancashire Teaching Agency
- under exceptional circumstances, other teachers may be added with the permission of the Lancashire Teaching Agency Business Manager

Cancelling a supply teacher

For same-day bookings in circumstances where a supply teacher is requested, matched by Lancashire Teaching Agency and cancelled by the school on the same day, a fee of £50 will be charged. This is in recognition of the work Lancashire Teaching Agency has done to match someone, but more importantly, as recognition of work the supply teacher may have lost as a consequence of accepting work which is subsequently cancelled. Lancashire Teaching Agency will compensate the supply teacher accordingly when alternative supply work cannot be found.

Transferring staff to school contracts

If you wish to transfer a teacher from supply onto contract, then the temporary introduction fees as set out in the terms of business shall be charged.

For frequent use members, fees have been significantly reduced (see enclosed pricing structure). This transfer fee represents outstanding value compared with other agency rates (usually at least 25 % of annual salary).

If a school appoints a teacher without competition who has been introduced by Lancashire Teaching Agency then the transfer fee is automatically payable. Where it is clear the school has been able to make an informed recruitment decision about a teacher because Lancashire Teaching Agency has provided them on a supply basis, the transfer fee will also be payable.



Membership pricing



Membership type	Annual charge	Daily matched fee	Daily designated fee	Transfer to contract fee	Permanent/contract recruitment fee
Frequent user					
Primary and nursery schools with less than 100 on roll	£145	£19	£10	£450 Free after one term	£900
Primary schools with 101 to 200 on roll	£220	£19	£10	£450 Free after one term	£900
Primary schools with more than 200 on roll	£295	£19	£10	£450 Free after one term	£900
Special schools	£295	£19	£10	£450 Free after one term	£900
Secondary	£525	£19	£10	£450 Free after one term	£900
Standard user					
All schools	No charge	£26	Not available	£900 up to one term £450 one to two terms Free after two terms	£1,800

Please note: fees cannot be pro-rated for contracts lasting less than one year or for part time contracts. Fees quoted above are the same for teaching assistants deployed.



Frequent user membership form



In order to secure membership for your school, please sign the attached form and return to your local LTA office by fax or post as below.

This charge will then be included in your next invoice for supply activity. For details of fees and pricing see the 'Membership pricing' page.

Please return to your local Lancashire Teaching Agency office:

Lodge House,
Cow Lane,
Burnley BB11 1NN
Fax 01282 455 001

Derby House,
12 Winckley Square,
Preston PR1 3JJ
Fax 01772 558 554

Suite 3.3.2 Storey House,
White Cross,
South Road,
Lancaster LA1 4XQ
Fax 01524 845 080

I, _____ Head teacher/authorised signatory
for _____ school,

wish to join LTA as a frequent use member and agree to the annual
fee amount

£

Signed Date

N.B. You can sign your school up for membership at any time of year, though the benefits of Frequent Use Membership will run strictly from 1st September to 31st August. E.g. If you sign up in December 07 your membership will only apply for the period to end August '08.



Teacher designation form



You can designate teachers who regularly work at your school, as detailed in your guide to membership pricing. By doing so you will receive further discounts on our management fee.

To assist in the process of designation, we advise you to discuss the service with your supply teachers and then, with their permission, complete the form below so we can register them with the service. For previously designated teachers you just need to confirm to us that they will be re-designated.

If you recommend your student teachers to us, and they subsequently work through us for 5 days (your school excluded) we will give you a £30 credit note to use against future bookings.

Please return to your local Lancashire Teaching Agency office:

Lodge House,
Cow Lane,
Burnley BB11 1NN
Fax 01282 455 001

Derby House,
12 Winckley Square,
Preston PR1 3JJ
Fax 01772 558 554

Suite 3.3.2 Storey House,
White Cross,
South Road,
Lancaster LA1 4XQ
Fax 01524 845 080

Name of school

I wish to designate the following teachers in order to access the preferred elements of the service

Signed

Print name

Date

Supply teachers to be designated

Please note that the supply teacher being designated must sign below.

By doing so, you give LTA permission to contact you directly regarding your registration with the service. Successful designation is dependent on a full satisfactory registration (including CRB check and referencing) by LTA.

1 Supply Teacher name

Supply Teacher signature

Phone number

2 Supply Teacher name

Supply Teacher signature

Phone number

3 Supply Teacher name

Supply Teacher signature

Phone number

Please continue on a separate sheet of paper if necessary.



School information



All schools run differently, and when you're a supply teacher it's useful to know how a particular school operates. We've designed this form to record useful details about the daily routines in your school so they can be provided to your new supply teachers.
For an example of how to complete it, please see the sample overleaf.

School name

Time	Pupils	Staff	Other useful information
			Fire arrangements, first aid, behaviour policy, teacher's coffee & lunch.



School information



School name

Wellgreen Primary

Time

8.45

Pupils

School doors open, children enter classroom. Parents who wish to do so may discuss matters with the class teacher

Staff

Classroom presence

Other useful information

Fire arrangements, first aid, behaviour policy, teacher's coffee & lunch.

8.55

Registration

Register returned to office am & pm.
Dinner money (Monday) comes in labelled envelopes. and is dealt with by Teaching Assistants

Fire arrangements: On sound of continuous bell, leave classroom by door into playground & line up.

First aid: First aid box kept in staffroom. Medical information on pupils kept in register. Accident procedures – see Headteacher (accident book in office).

Behaviour policy: If any pupil does not respond to normal disciplinary measure & causes a serious nuisance, you should send a reliable child to a teacher nearby to ask for advice/assistance.

Teacher's coffee & lunch in staffroom, coffee is free.

Photocopier in corridor by staffroom, paper beneath.

Merit awards KS1 have individual star charts, KS2 have individual point book.

9.05

Lesson 1

10.10

Assembly

See staff notice board for assembly rota. End of assembly, collect children, return to classroom & distribute fruit/snack

10.30

Playtime

See staff notice board for playtime rota.
Wet playtime, infants in hall, juniors in classrooms

10.50

Lesson 2

12.00

Lunch

Lunch time supervisors enter classroom & take responsibility. They will return children to the classroom at the end of the break

List of key people

Head teacher, deputy head, department heads, school heads, person who signs supply timesheets.

1.00

KS2 Registration & Lesson 3

1.15

KS1 Registration & Lesson 3

2.15

Playtime

See staff notice board for playtime rota

2.30

Lesson 4

3.15

KS1 End of School

Release children to parent/carer

3.30

KS2 End of School

Dismiss children

Head teacher: Mrs Squires.
First aiders: Mr Rowan, Mrs Gurney, Mrs Wright.
Supply co-ordinator: Mrs Jackson.