

In the 20th Anniversary of the Lancashire Teaching Agency, we would like to thank you for your support in delivering teachers and a full range of support staff roles to Lancashire schools.

Annual LTA Re-Registration

All teachers and support staff who wish to continue working for the LTA from September 2023 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@reed.com**
2. Update your online training needs analysis questionnaire (TNA) to be emailed over the Summer to you.
3. Update your DBS clearance – your LTA consultant will contact you if this is required.
4. If your Safeguarding is expired or due to expire, you must ensure this is renewed and kept up to date. Please email **Lancashire.teaching@reed.com** for the dates available for the Free LCC Safeguarding course. (More information on Page 3).

Should any of the above tasks not be completed by 31st August, you may 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 <https://clickweb.lancashire.gov.uk/viewdoc.asp?id=136050> and support staff <https://clickweb.lancashire.gov.uk/viewdoc.asp?id=142545> which show 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 Perfect Candidate' section on the Schools' Portal for Lancashire schools to view. Different CVs will be posted regularly, ranging from Foundation Stage Teachers to Teachers of Secondary Mathematics, and support staff roles. 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.

LTA 20th Anniversary



The Lancashire Teaching Agency has recently celebrated its 20 year Anniversary. There have been some great achievements over the last two decades.

On average the LTA places 1,200 staff across an array of schools, departments and roles each year, saving member schools on average £200,000 a year on recruitment costs.

Each year on average 120 candidates move into permanent roles.

We always encourage feedback on the service offered by LTA and one of the recent examples of feedback is:

"It is a great Organisation to work for and I feel a valued member of the team. It has a positive work culture with a clear vision, training opportunities, open communication and great teamwork. The office staff are understanding and full of respect. These factors contribute to the high morale in the employees and the reason I recommend working for the company."

– Roseline, Teaching Assistant.

Employee Assistance Programme

The Employee Assistance Programme is a free, confidential service to all Lancashire School Employees. It offers advice, guidance and support on a range of things including Mental Health, Finances, Legal Matters, Family support, Addiction and Counselling. It is available 24 hours a day, 7 days a week. Also covers your family members living at the same address. There is a self referral method via telephone 0800 0542 301 (access code LancsEdu) or via branch to obtain your login details www.employeeassistance.org.uk

CONTACT THE LTA OFFICES NOW ON:

- Tel: Preston - 01772 200845
- Tel: Lancaster - 01524 843347
- Tel: Secondary: 01772 567302
- Email: lancashire.teaching@reed.com



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 2023 / 2024

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 2023 your membership will only apply for the period to end August 2024. 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.

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.



Schools HR Conference

On Monday 26 June, LTA colleagues attended the LCC Schools HR Conference at the Marriott Hotel in Preston. It was great to be able to see and speak to so many headteachers. As part of the conference, Reed donated a prize of 5 tickets in a box at London's Royal Albert Hall for an event during the Autumn term. The prize was drawn at the end of the day and the lucky winner was Cathy Baxter from Holy Saviour RC Primary School, Nelson.



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/forms/registration.aspx?utm_source=Email_Template_Reg&utm_medium=email&utm_campaign=more_employer_tools

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:

- Your Teachers' Pensions reference number (also known as your DfE number)
- Your National Insurance number
- 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>

Compulsory Induction and Safeguarding Basic Awareness – Level 1

This online 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: As far as schools and staff 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
- Implications for supply staff
- Identify possible signs and symptoms of abuse
- Consider possible barriers and pitfalls identified by research
- Explore guidance for safer working practice

Certificates of attendance for Induction & Safeguarding will be sent via email to all attendees along with online links to support materials & resources..

To access the session, a login and password will be sent to each participant with additional guidance and support for logging in. Meeting will take place online. Joining information will be emailed to delegates beforehand.

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://www.lancashire.gov.uk/lpds/> or please contact Lancashire.teaching@reed.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.

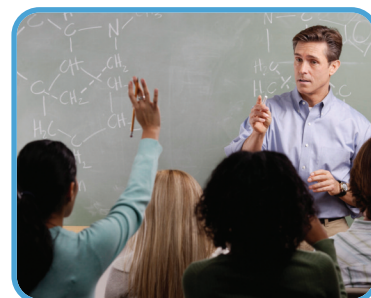
Teacher Appraisal

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 2023 and Lancashire Model Pay Policy 2023/24.

The LTA will be continuing to contact teachers that have completed 26 weeks by July 2023. If you consider you are eligible, are interested, and have not been contacted regarding teacher appraisal, please inform 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 2023.

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 2023. 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

CPD Programme

The CPD programme has continued to offer LTA members access to high quality training via a broad range of courses.

Induction/Level 1 Safeguarding

Sessions (mandatory every 3 years) which are now delivered online via Zoom and face-to-face training ensure LTA staff working with schools fully understand their responsibilities regarding child safety and are fully aware of the requirements and expectations that are set out in Keeping Children Safe in Education.

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

Comment via email from a delegate who attended an Induction/Safeguarding session in May 2021:

"You both managed to create, in an experience that could have felt very cold and distanced, a warm and human experience. Thank you."

Another example of the feedback is:

"Hi Nigel, Thank you to yourself and Phil for a really useful training session. It was highly informative and incredibly useful for my current role as a Supply Teacher."

Katie June 6th 2023

Due to an increase in demand to attend courses from the Lancashire Professional Development Service and associated teams, LTA delegates now have full access to any suitable CPD courses that are advertised on the LPDS main programme. There is a broad and varied range of courses covering all curriculum areas and topics. All course titles can be accessed by the link <https://www.lancashire.gov.uk/lpds/>



LTA Course Programme 2023-2024

In Autumn Term 2022 and Spring Term 2023 there were 382 LTA bookings for Induction/ Safeguarding courses, 416 delegates attended LTA courses, 34 delegates attended courses from the Lancashire Main programme via special arrangement for ECTs, 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 ECTs, 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.

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.

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

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:

Teacher Training Needs Analysis Questionnaire

<https://clickquestion.lancashire.gov.uk/runQuestionnaire.asp?qid=907330>

or Support Staff Training Needs Analysis Questionnaire

<https://clickquestion.lancashire.gov.uk/runQuestionnaire.asp?qid=907258>

School Term and Holiday Dates 2023/24

Autumn Term 2023

Starts: Friday 1 September 2023

Half Term: Monday 23 October - Friday 27 October 2023

Ends: Friday 22 December 2023

Spring Term 2024

Starts: Monday 8 January 2024

Half term: Monday 12 February - Friday 16 February 2024

Ends: Thursday 28 March 2024

Summer Term 2024

Starts: Monday 15 April 2024

May Day: Monday 6 May 2024

Half term: Monday 27 May - Friday 31 May 2024

Ends: Monday 22 July 2024