



LTA Newsletter

Lancashire Teaching Agency (LTA)

Autumn 2024

Contact Us



Contact the LTA Offices now on:

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Annual LTA Re-Registration



1 - All teachers and support staff who wish to continue working for the LTA from September 2024 are 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 below).

You will find a copy of our model CV format for both teachers and support staff [model Teacher CV](#) / [model Support Staff CV](#) 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.

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 and Pay Progression



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 2024 and Lancashire Model Pay Policy 2024/25.

The LTA will contact teachers that have completed 26 weeks in 2023/24. If you consider you are eligible, are interested, and have not been contacted regarding teacher appraisal, please inform claire.hilton@lancashire.gov.uk

Threshold and Upper Pay Spine Progression

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 2024.

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 contact teachers that have completed 26 weeks in 2023/24. 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

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, FUM schools save £7 per day on our standard daily charge rates.

In very simple terms, if you use 100 supply days, you would save £700 on our standard daily charge rates if your school is a Frequent User Member.



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.

All schools, whether frequent or standard user, can move any candidate who is working in a long term booking onto a contract free of charge after 65 days on continuous supply (equivalent of one term).

In order to secure memberships for your school, please sign the [form](#) and return it to your local LTA office by email to lancashire.teaching@reed.com. This charge will then be included on your next invoice for supply activity. Membership for 2024/2025 is valid from 01/09/2024 – 31/08/2025. The fees are below:

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

School Term and Holiday Dates 2024/25



Autumn Term 2024

Starts: Monday 2 September 2024

Half term: Monday 21 October - Friday 25 October 2024

Ends: Friday 20 December 2024

Spring Term 2025

Starts: Monday 6 January 2025

Half term: Monday 17 February - Friday 21 February 2025

Ends: Friday 4 April 2025

Summer Term 2025

Starts: Tuesday 22 April 2025

May Day: Monday 5 May 2025

Half term: Monday 26 May - Friday 30 May 2025

Ends: Tuesday 22 July 2025