



LTA Newsletter Summer 2025

Lancashire Teaching Agency (LTA)

Summer Term 2025

Availability – Keep in touch over summer



Additional jobs are still coming in from schools for September and will continue to throughout the Summer break. The following tasks need to be completed for starting placements in September 2025 to ensure records are kept up to date:

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 [register](#) or 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.

Candidate Questionnaire Feedback



Thank you to the 101 respondents to the questionnaire so far. Lancashire County Council is constantly reviewing the provision of supply services to schools in order to be responsive to school needs in the delivery of workforce requirements. As part of this process we are keen to know the priorities facing schools and understand the experience of teachers and support staff, regardless of how they are deployed on supply cover.

We are particularly interested in identifying areas for improvement and enhance our recruitment processes so would appreciate your time in completing the questionnaire on the following link:

[Supply Teacher and Support Staff Questionnaire](#)

Feedback comments received so far ...

"Individual agents for both Primary and SEND placements / work have always been professional and accommodating to my needs."

"I would also like to express my sincere appreciation for any support the LTA can provide in sponsoring online courses for me."

"Work is frequent which is good, lovely schools and staff that I have worked with since starting with LTA which is fantastic, been happy at all my placement schools and have been long term roles a nice steady flow of income."

"I have really enjoyed working with LTA as they have found me my next job. I would work for LTA in future."

"Work through Reed and the LTA has been varied, and reliable when I needed it to be. The placements have been suited to me and they have been great with communication."

Refer a friend Scheme



1 - Education referral programme

LTA and Reed are always on the look out for talented individuals. If you know someone currently looking for work in the education sector, register to our referral programme and earn up to **£500** for successful referrals. Complete the short form below and we will email you the next easy steps. Please take a moment to familiarise yourself with the programme rules [Education referral programme form and rules](#)

Training Needs Analysis (TNA) Questionnaire

On registration, teachers and support staff are requested to complete the TNA questionnaire which provides us with the training requirements for the CPD programme. We have taken on board previously received comments and revised the training provision to meet your preferred delivery and timings of courses.

We want to give you the opportunity to increase your skills and knowledge but realise that all the supply staff registered with the agency will have different requirements in relation to both their own Professional and Career Development.

In order for us to address your Professional Development needs we require the questionnaire on the link below to be completed:

[Training Needs Analysis Questionnaire](#)



FREE Continuing Professional Development (CPD)



2 - Update your skills and knowledge

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/>

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

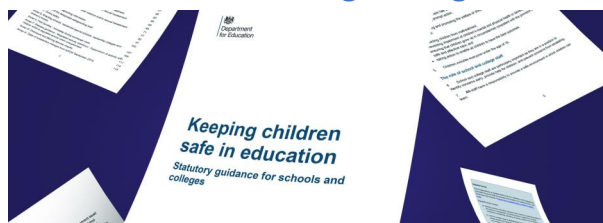
LTA members who are looking to work in Special Needs settings can book places on courses within the SEND course category.

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.

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 telephone on 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.

Free Compulsory Induction Session and Safeguarding Basic Awareness



[Induction/Level 1 Safeguarding sessions](#) (mandatory every 3 years) which are delivered online via Zoom 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.

Teachers' Pension Scheme (TPS)

The latest TPS Members Newsletter is available via the member resources on the Teachers' Pension website link available [HERE](#)

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. 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

Register for [My Pension Online](#)

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

School Term and Holiday Dates 2025/26



Autumn Term 2025

Starts: Monday 1 September 2025

Half term: Monday 27 October- Friday 31 October 2025

Ends: Friday 19 December 2025

Spring Term 2026

Starts: Monday 5 January 2026

Half term: Monday 16 February - Friday 20 February 2026

Ends: on Friday 27 March 2026

Summer Term 2026

Starts: Monday 13 April 2026

May Day: Monday 4 May 2026

Half term: Monday 25 May - Friday 29 May 2026

Ends: Monday 20 July 2026

Contact Us



Contact the LTA Offices now on:

Preston: 01772 200845

Lancaster: 01524 843347

Secondary: 01772 567302

E-Mail: lancashire.teaching@reed.com

Preston LTA

81 Fishergate
Preston
PR1 2UH

Lancaster LTA

Unit 7-4-1 Cameron House
White Cross Industrial Estate
Lancaster
LA1 4XC