



LTA Newsletter for Lancashire Schools

Lancashire Teaching Agency (LTA) - Summer 2025

Supply Provision Consultation

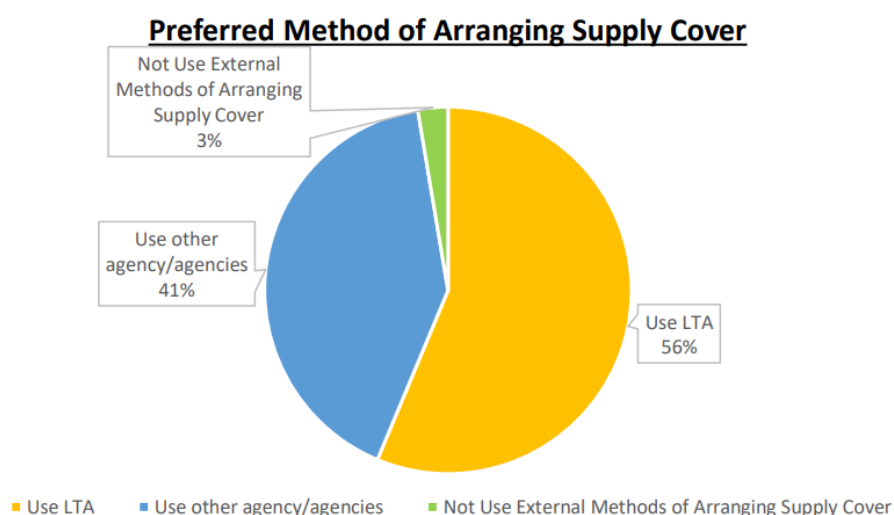


We would like to thank schools for their **valuable contribution** in Autumn Term 2024 for completing the online survey about supply staff and the supply market. School staff were asked to rate the satisfaction in the **current supply service provision**. The questionnaire offered schools the opportunity to attend a Focus Group and provide further comments as part of the consultation process in Spring Term 2025.

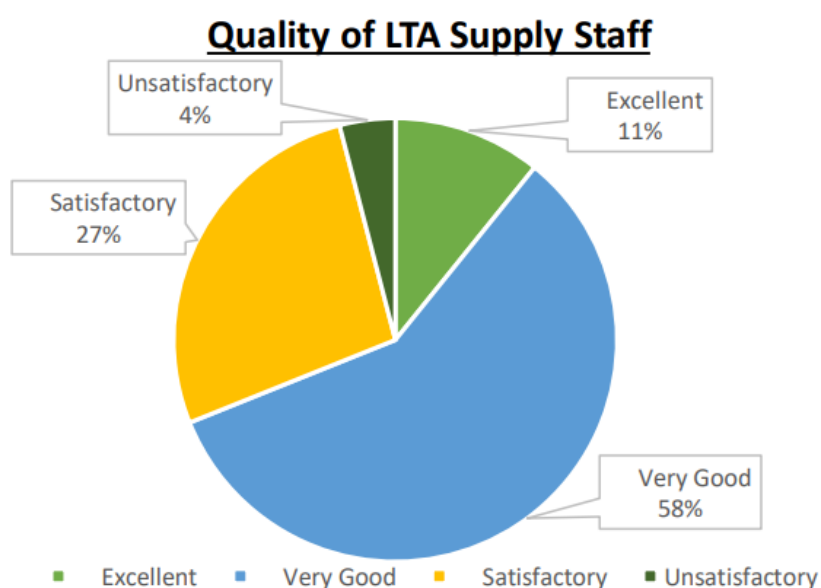
Your feedback will form part of the future planning and development to enable the LTA to continue to provide staff solutions to support Lancashire Schools in responding to staff absences and temporary staff shortages through their access to a highly trained, locally developed, supply workforce. With the added assurance that all supply staff are deployed on standard job descriptions, teachers are paid in accordance with the School Teachers' Pay and Conditions Document and support staff are paid in line with the Council's grading structure.

153 responses were received which **highlights schools' commitment to the recruitment and selection of its workforce** in Lancashire. It was pleasing to note that responses were received from a range of schools that completed the school details including Nursery schools (5%), Primary schools (71%), Secondary schools (4%), Special schools (10%) and Academies (2%).

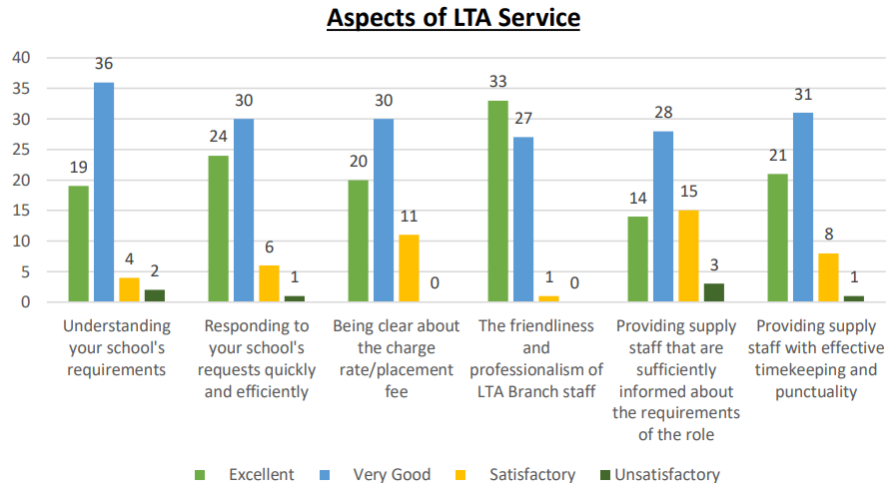
The report looks at: the preferred method of arranging supply cover including using the Lancashire Teaching Agency, other supply agencies and not using external methods of arranging supply cover.



Factors that influence schools in their choice of providers including cost, quality of supply staff and availability of suitable supply staff; LTA users were asked to rate the quality of LTA supply staff that were assigned to their school.



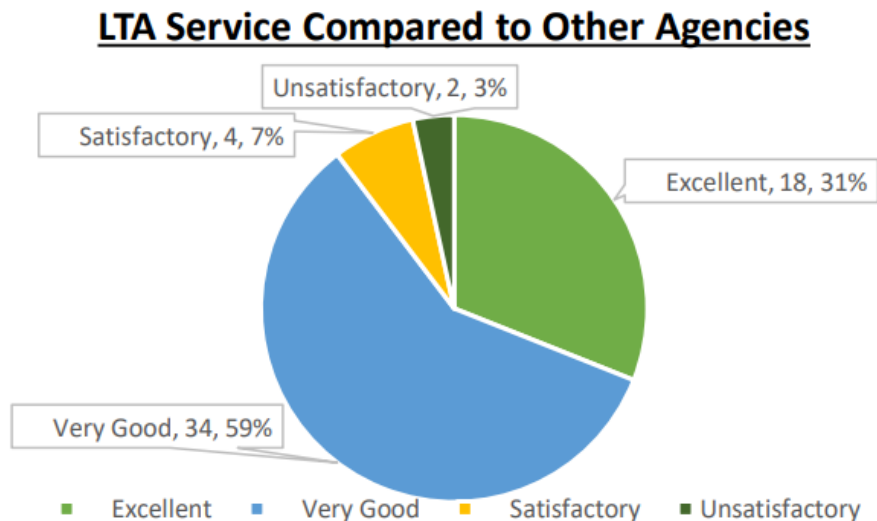
LTA user schools' views on different aspect of the LTA service including understanding of individual school requirements, response times, transparency of charges, professionalism of LTA Branch staff, sourcing supply staff with effective timekeeping, punctuality and sufficiently informed about the role.



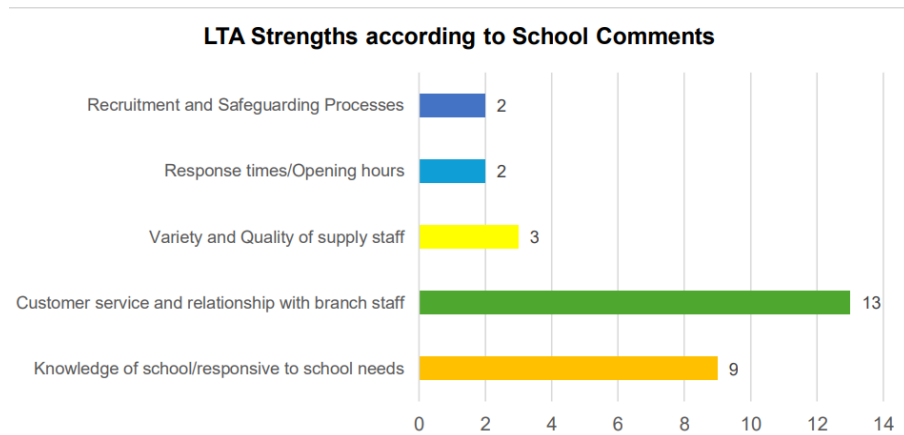
LTA supply staff adherence to school's policies on Behaviour Management, Planning and Marking and Safeguarding procedures. Schools were questioned about safeguarding regarding placed LTA supply staff and whether concerns raised and managed satisfactorily by the LTA Branch staff.

Survey results indicate that school respondents believe there is a high percentage of LTA staff compliance, 97% indicated compliance with schools' policies on Behaviour Management, 85% on Planning and Marking and 100% on Safeguarding Procedures. 12 schools indicated that they had safeguarding concerns about LTA supply staff placed in their schools which had all been raised and dealt with satisfactorily by the LTA Branches.

How the LTA service compares to other agencies that provide supply staff to schools.



LTA user schools' views on its greatest strengths and suggestion on areas for improvement.



Non-user schools use of other supply agencies and the reason(s) why LTA was not able to meet all their school's needs and amendments to LTA's service that would encourage them to use LTA.

Since July 2024, 98 responses have been received to the Reed **Evaluation of Service (EoS)** questionnaire with only one scoring the service under 8 out of 10, the average score is **9.5**. Additional comments received include:

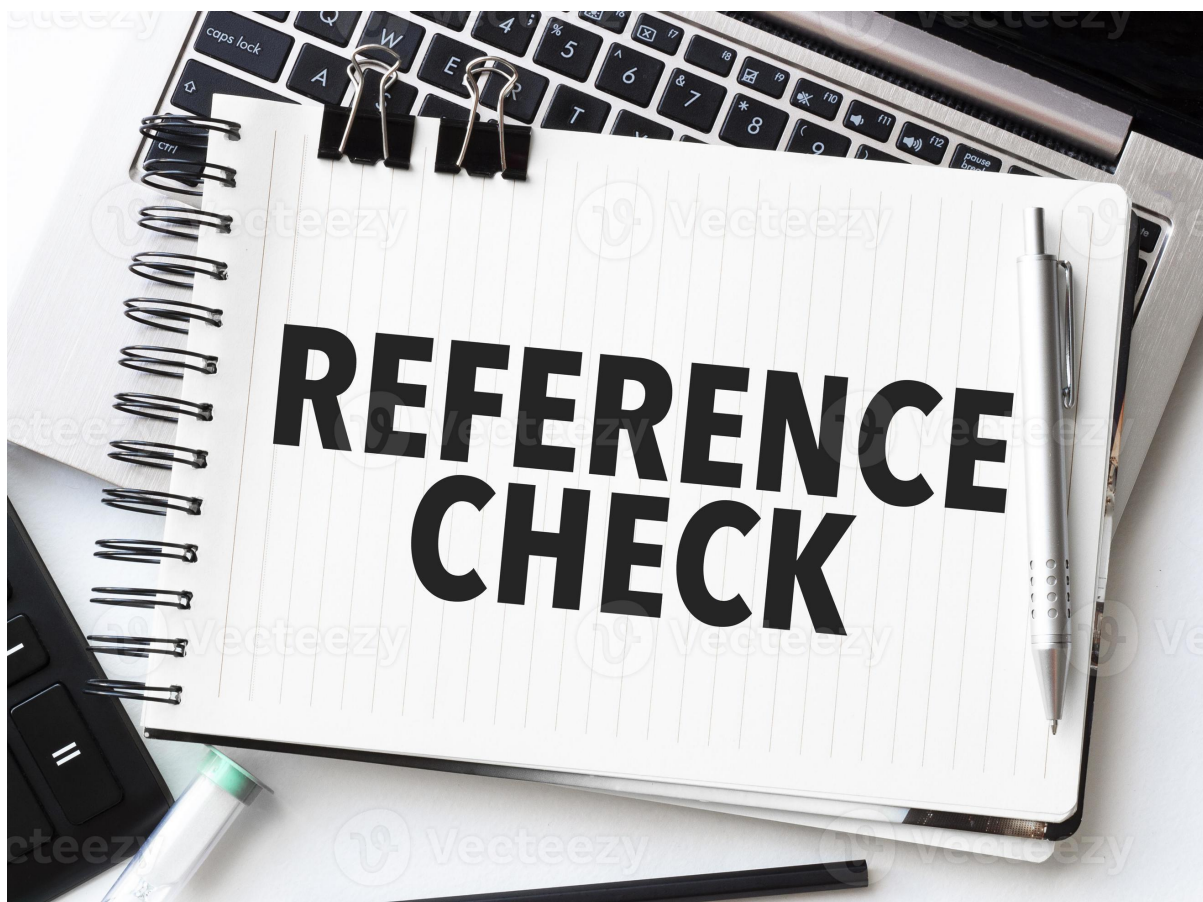
"Always great service and quality candidates."

"Really simple system for booking, excellent customer service, great supply staff."

"Staff always polite and information is always emailed to us in a timely manner."

"Very prompt service and always a solution, with high quality supply staff."

Improved availability of quality supply staff



In responding to feedback from Lancashire schools, the LTA has revised the five year referencing requirements due to multiple requests and lengthy delays in processing/placing supply teachers. The minimum requirements are based on those outlined in Paragraph 228 of Keeping Children Safe in Education (KCSiE) 2024, with additional requirements in certain circumstances.

[LTA References Policy](#) has been established detailing how LTA complies with KCSiE whilst applying the **same rigour to safer recruitment and selection processes**, though aiming to **reduce extensive delays in onboarding** LTA supply staff, enabling them to obtain work sooner.

LTA reject candidates that do not meet their strict standards through the safer recruitment and selection processes. *39 applications were rejected in the Spring Term 2025.*

LCC employment records of LTA supply teachers and support staff are checked upon appointment, for the purpose of determining suitability to be re-employed within the Council, in a role that is incompatible with the reasons that any previous employment ended.

Feedback received from the supply survey:

"Variety and Quality of supply staff through the LTA."

"We have had some excellent supply staff from LTA, so thank you! The frequent user membership is attractive and an incentive to use you."

"Always got availability."

"Wide selection of supply teachers available."

FREE CPD for LTA Supply Staff



*A unique element of the LTA partnership is the **bespoke Continuing Professional Development (CPD)** programme that is offered to members of LTA to support their **career development and training needs**.*



Members of the Lancashire Professional Development Service (LPDS) team and other associates help to deliver a [comprehensive range of courses](#) (adapted from our main courses programme) designed to meet the needs of LTA members who may be experienced professionals or in their early career.

Providing high quality support for LTA is part of our ongoing commitment to ensure members are fully aware of national and local priorities that contribute to the **performance and effectiveness in schools**.

A vital component of the LTA CPD provision is a [compulsory Induction/Safeguarding course](#) which ensures all members have completed an Introduction to Safeguarding Children course (formerly Safeguarding Level 1). The safeguarding training (which focusses on the specific role of supply staff) references the statutory requirements in KCSIE and delegates receive supplementary support materials which are regularly updated.

Nigel Kirkham, LTA CPD Manager commented *"Around 500 teachers and support staff attend the LTA safeguarding course each year ensuring 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 and associated documents."*

Course Feedback: *"I have been on numerous CPD Sessions on Safeguarding but this has been by far the best. The previous ones were also online, so I was a little dubious about the quality. However, this was one of the best courses I have been on for a long time. Yes, there was a lot of content but I liked the fast pace and the fact that you could read the documents at your own pace afterwards was a bonus. I also liked the fact that you provided a wealth of information on all the agencies and websites out there and there were quite a few I had not heard of. Fantastic course and thank you for sparking my interest in learning again."*

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 2025/2026 is valid from 01/09/2025 – 31/08/2026. 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

Are you faced with recruiting for long term?



Take a look at Curriculum Vitae's (CV's) of LTA Teachers and Support Staff which are accessible on the Schools' Portal. Different candidate CV's will be posted regularly. 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.

As mentioned at the Headteacher Briefing there is a search facility to highlight candidates of a specific subject and area (**including ECTs**). If you **press Ctrl and F** on your keyboard this will bring up a search bar. When you type into this search bar all relevant results will be highlighted.

Have you seen our ['Browse the Candidate' link](#)?

Contact Us



Contact the LTA Offices now on:

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