

Perth & Kinross Council



SUPPLY TEACHERS' HANDBOOK

April 2023

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Introduction and Welcome to the Supply Network

Welcome to Perth & Kinross Council. In your role as supply teacher it is hoped that you find this information helpful. When you become a supply teacher for Perth & Kinross Council you will be registered on our Supply Booking System, and you will join the Supply Teachers' Network. The Network aims to maintain and improve standards and enhance our sense of being part of a working community. We aim to organise twilight meetings four times a year.

GTCS Registration

All teachers on the supply register must have GTCS registration and be PVG registered and be interviewed. Your personal data will be held on the Supply Booking System for the purposes of supply only. Schools will contact you directly by telephone, or email for engagements. You may also receive text messages.

PVG/Disclosure Information

If you have had a PVG or Disclosure check carried out by Perth & Kinross Council, you are required to notify us if you receive any additional convictions following the check being carried out including motoring offences. Please contact the Recruitment Team on 01737 475555, Option 2 then Option 1 to discuss.

If you have been abroad for 3 months within the last 5 years or have lived mainly outside the UK within the past 10 years, you may be required to provide an Overseas Criminal Records Check. Please contact the Recruitment Team for further information.

Continuing Inclusion on the Supply Register

Please use the Supply Booking System to indicate where you prefer to work and which days of the week you are available. This information will be used to offer you work. While it is likely that you will be offered a variety of supply work, Perth & Kinross Council has no obligation to offer work to you, nor do you have any obligation to accept the offer of work if the days or school offered are not suitable to you.

Please use the Supply Booking System to update any changes to your personal details, i.e. contact telephone number, email address, or change of locations in where you are willing to work. If you have been provided access to the Council's self-service tool MyView, this also needs updated, using the "Personal Details" function. Please see "[Employee Self Service System](#)" for further information. This will ensure that the team can easily get in contact with you to offer you work. This not only works to your benefit, but also allows the team to fill engagements swiftly.

Schools will contact you via telephone, email and by a text messaging system.

Starting an Engagement

Schools will contact you directly for offers for supply work. On some occasions you may be contacted directly by the HR Supply Team.

Ending an engagement

Schools will use the Supply Booking System to end any engagements. Due to the nature of supply some engagements may come to an end sooner than expected. You will be notified of the reasons for this.

Removing your name from the list

If you decide that you no longer wish to continue to work in a supply capacity or if it is no longer feasible for you to do so, please use the Supply Booking Self Service System to let us know you are withdrawing from supply.

Removing your record from the payroll system

You will remain on the Supply Booking System and a new record will be created on the payroll system when you receive another engagement. You will be given a new employee ID which will require new login details for MyView.

MyView - Employee Self- Service System

The Council uses an online self- service system called MyView which allows you to view your pay documents at home using your own personal device(s). MyView also offers the functions to print and save your pay documents onto your personal device if required.

You can update your personal information on MyView, such as a change of bank account details, home address, personal and work telephone numbers and email addresses. Once you have updated MyView, your new information will automatically update on the Councils payroll system.

You will be given access to MyView shortly after submitting your first timesheet. The HR Systems team will contact you on your personal email address (as provided during the recruitment process) or your Council email address if one has been allocated to you. If only a personal email address is provided, the HR Systems team will verify the email address you wish to use to access the system. Once your email address has been confirmed, you will receive a further email from the HR Systems team confirming your login details.

Once logged into MyView, you will see a variety of options in the system such as requesting leave, however these functions are not yet available for supply staff. Access to MyView is given to allow you to view your pay documents and update your personal details. MyView contains your personal and sensitive data and users are reminded they are personally responsible for ensuring that their data is kept secure at all times.

If you require further information on how to view, print or save your pay documents and how to update your personal details, please go to the MyView page on the [PKC website](#).

If you require assistance getting access to MyView, please contact the HR Systems Team. The team can be contacted by emailing hrrsystems@pkc.gov.uk or by calling on 01738 475555 (option 4) and are available Monday to Friday 8.45 am to 5.00 pm.

What can be expected from Schools?

Information on supply teachers should be made available on arrival or should be accessible in the classroom. This should include:

- **Timetable**, including lesson times, class and its regular teacher, subject, room number, contact name (with room number and phone extension) for assistance with work and in case of emergency.
- **Map/school layout**
- **Staff List** (including non-teaching staff). Internal phone extension numbers, where applicable.
- **Register** A hard copy of the class list/attendance register and school routine for registering attendance should be easily available. This is essential where attendance is completed on computer software which supply teachers do not have access to.
- **Routines** A folder or sheet outlining different routines throughout the school day, e.g. entering building, movement around school, permission slips, toilet and water policies, lunchtime, wet weather breaks, visiting teacher arrangements, etc.
- **Access to Resources** this should include basic stationery items, information on where equipment is kept and how to gain access if required.
- **Codes** for IT equipment, white board, smart board. Be aware that work may have been left for you that requires accessing the computer system, such as showing CDs and using Smartboards. Permanent school staff may not be aware that you do not have a logon.
- **Child Protection Card** (primary)
- **Health & Safety information** (fire drills, first-aider, emergency procedures)
- **Medical Action Plans and Additional Support for Learning information**
- **An introduction to infant classes**, if possible, to avoid the supply teacher arriving in front of them as a stranger.
- **Seating Plans** Where applicable
- **Name Labels** (Primary); Pupil names for the class. For **their** safety, remove names from young children before they leave the building.

The following should be available for:

Short Term Supply

Short term supply teachers have an allocation of non-contact time which is based on 10% of contact time. They are not expected to prepare lessons in advance or spend more than the allocated time on marking and feedback.

- It is the responsibility of the school to prepare and leave appropriate work for the class(es). There should be:
- A plan for the day listing lessons to be taught
- Details of work to be taught
- Appropriate textbooks and jotters / worksheets / paper
- Resources needed for the planned activities

Please also see [Appendix 2](#): Frequently Asked Questions – Engagement of Short & Long Term Supply.

Fixed Term Temporary Contracts

- **Work:** If the teacher wishes specific work to be completed it should be made available with notes of what is expected, along with details of differentiation and extra support which may be required

SQA Exam Requirements: Briefly list what SQA demands (subject by subject) and relevant school timetable for completion, e.g. folio dates, deadlines, etc.

What Schools Can Expect From Supply Teachers

- **Timetable:** Follow the provided plan of work as far as possible
- **Work:** Aim to complete the work left for you, or your own work in the absence of this
- **Discipline:** Make every effort to maintain the order necessary for a good learning environment
- **Reporting:** Complete a handover form, where supplied, or leave information so that the class teacher is aware of the incidents and work completed along with any comments
- **Child Protection:** Any observations or confidences should be reported immediately to the appropriate person as indicated in the school's guidelines.

Disciplinary

Where a supply teacher's performance or conduct is such as to give rise to serious concern, disciplinary action may be taken by the authority in accordance with the Supply Teacher Conduct & Performance Monitoring Procedure. As the aim of the disciplinary procedure is to seek improvement in performance or conduct, assistance to enable improvement to occur is essential. These procedures conform with the National Disciplinary Framework for Scottish Teachers agreed through the Scottish Negotiating Committee for Teachers and issued as SNCT/1 8.

You can find full details of this here [Appendix 3](#).

Pay and Conditions

Details of supply teachers terms and conditions can be found in the Scottish Negotiating Committee for Teachers (SNCT) handbook. (<http://www.snct.org.uk/>) Also see [Appendix 4](#): Rates of Pay.

Short Term Supply / Fixed Term Temporary Contracts

There are two different types of supply work available. You will be paid your appropriate salary point on the main grade scale regardless of whether you are engaged on short term supply or a fixed term temporary contract.

Short term Supply

Teachers will be employed on short term supply when the period of work they are engaged for is, at the outset, 2 days or fewer for a specific teacher.

- No cap on the maximum class contact time for short term supply teachers
- An automatic 10% pay uplift for preparation and correction time for all short term supply teachers
- Maximum hours payable per week: Primary School Engagements (27 hours and 30 minutes). Secondary School Engagements (30 hours and 15 minutes)

Engagement should be on a day-to-day basis, with short term supply teachers expected to undertake the following range of duties:

- Teaching assigned classes
- Correction of work, as part of ongoing class work
- Maintaining a record of work
- Promoting and safeguarding the health, welfare and safety of pupils
- Working in partnership with support staff and other professionals in class
- Contributing towards good order in the school

It is very important that supply teachers are clearly advised of the reasons for the short term cover and the hours of work to be carried out,

Fixed Term Temporary Contract

Supply teachers will be employed on fixed term temporary contracts when the period of work they are engaged for is known at the outset to be 3 days or more for a specific teacher, or short term supply subsequently extended into day 3.

- Maximum 22 hours 30 minutes per week devoted to class contact
- The maximum number of hours payable per week is 35.

The supply teacher on a fixed term temporary contract will be expected to carry out the full range of duties of a teacher as set out in the SNCT Handbook of Conditions of Service (<http://www.snct.org.uk/>) including: -

- **teaching** assigned classes together with associated preparation and correction
- **developing** the school curriculum
- **assessing**, recording and reporting on the work of pupils
- **preparing** pupils for examinations and assisting with their administration
- **providing** advice and guidance to pupils on issues related to their education
- **promoting** and safeguarding the health, welfare and safety of pupils
- **working** in partnership with parents, support staff and other professionals
- **undertaking** appropriate and agreed continuing professional development

- **participating** in issues related to school planning, raising achievement and individual review
- **contributing** towards good order and the wider needs of the school

Please also see **Appendix 2: Frequently Asked Questions – Engagement of Short & Long Term Supply**.

Engagements

Schools must use the Supply Booking System to engage supply workers. This confirms the start date, anticipated end date (if known), timetabled day(s), hours to be worked and the reason for the cover. You will see a copy of this on

Completing your Timesheet

You are responsible for completing your timesheet – not the office staff. Ideally this should be completed electronically and submitted in line with the scheduled pay period and submission deadlines. It is advisable to always take a photocopy of your timesheets as a record of the hours worked in case of any enquiries.

Teachers Monthly Timesheet and Deadlines and Payment Dates for Teachers can be found [here](#).

Job-Share or Part-Time

Job-share or part-time teachers could also be engaged on short term supply work. When considering this situation, the main consideration is the teacher's substantive post.

In circumstances where a job-share or part-time employee is offered additional hours to teach a class **other** than their own and the duration of the engagement is less than 3 days, short-term supply provisions would apply for the additional hours worked.

If the job-share or part-time teacher is working extra hours teaching their **own** class, this would be considered a continuation of their work and not classed as short term supply. Payment would be based on a 35 hour working week. There would be an expectation for the full range of teaching duties to be carried out as set in the SNCT Handbook.

Primary RCCT Entitlement

In primary schools, the entitlement to RCCT applies to Supply, Temporary and Permanent Teachers. This will usually happen through the existing RCCT provision carrying on as for the regular teacher's normal timetable. However, supply primary teachers who do not get the appropriate RCCT time in the day should claim for the full amount of teaching time undertaken (5 hours).

In Secondary Schools, staff are timetables to ensure that they do not exceed 22 hours and 30 minutes teaching time per week. The maximum hours which can be claimed by a Supply Teacher for working a full teaching day is 5 hours and 30 minutes.

Pay during Severe Weather

Supply workers who are engaged on a contract for more than 3 days are expected to report at their nearest school if unable to travel to their place of work and practicable to do so. In the event of a closure a timesheet should be completed.

Pay Slips and GTCS

It is your responsibility to regularly check your payslips **on MyView**. Any enquiries about your payslip can be addressed to Employment & Payroll Services on 01738 475555, selecting option 3.

Please check that your **GTC Scotland Registration Fee** is paid each year. If it is not deducted by PKC from your March payslip you **MUST** pay for it yourself or you cannot be employed and it may take several months to get re-registered. A reminder letter is likely to be sent from GTCS in time.

If you work for more than one local authority and multiple GTC deductions have been taken, contact GTCS direct. Each Employer sends a payment listing – once verified, reports are run to identify overpayments. GTCS will refund you directly, normally by cheque.

If the Council makes a payment to you of which you are not entitled, or is more than you are entitled to, the Council has the right to recover the overpayment by deductions from your salary or other payments due to you. Any deduction will normally be made over the same period that the overpayment was made.

School Closure and Annual Leave

A teachers' working year is 195 days per annum. The school calendar will be as follows:

- 190 teaching days
- 5 in-service or development days
- 40 annual leave days; You will be entitled to annual leave accruing at the rate of 0.2051 for all time worked subject to a maximum of 40 days annual leave per annum
- Usually 26 school closure days, unpaid: this is the balance of days - these are classified as school closure days.

Supply teachers will receive holiday pay based on the number of days worked. This is processed automatically and is paid in the same month as your timesheet.

Sick Pay

As detailed in the SNCT Handbook, all employees must accrue 18 weeks continuous service to qualify for sickness entitlement:

Continuous Service at Commencement of Absence	Full Salary Period	Half Salary Period
Less than 18 weeks	Nil	Nil
18 weeks but less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 4 years	5 months	5 months
5 years or more	6 months	6 months

Should you have a period of sickness absence and a supply engagement was in place, record dates of absence on your monthly timesheet. The Payroll Team will assess whether any sick pay is due.

Sickness Absence Reporting

In the event of sickness absence, you must report your inability to attend work to the Headteacher as soon as possible. You can find a full list of Schools and contact numbers on the [PKC website](#).

Sickness Absence on Fixed Term Temporary Engagement

In the event that you fall ill and are absent during a long term engagement, once you are fit to return to work, you will return to fulfil the original engagement.

Scottish Teachers' Pension Scheme

Perth & Kinross Council provides membership to the Scottish Teachers' Pension Scheme. All employees under age 75 are contractually enrolled into this scheme. This also applies to staff who have previously retired and are accessing pension benefits.

As a member of the scheme you will be required to contribute a percentage of your salary. We will also contribute to the scheme on your behalf. Contribution rates are available on the Scottish Public Pensions Agency Website and are updated annually. Contribution rates are based on an assessment of your actual pensionable pay per pay period.

If you are already in receipt of a pension, you should remember to inform SPPA as supply earnings could affect your pension payment.

For more information on the Scottish Teachers Pension Scheme, please visit www.sppa.gov.uk

SNCT Codes of Practice

We are required to draw your attention to the information contained within the SNCT handbook Appendix 2.8 and 2.8A. Please see links below.

[Appendix 2.8 – SNCT Handbook](#)

[Appendix 2.8A – SNCT Handbook](#)

Data Protection – What you need to know as an worker of Perth & Kinross Council

All workers have a duty to comply with Perth and Kinross Council's Data Protection Policy. The policy and associated guidance are available on the [Data Protection](#) pages of the PKC Website.

In addition to complying with the Data Protection policy and associated guidance, Supply Teachers should also follow any guidelines applicable to their section or received from their line manager.

The Information Governance Team in Legal and Governance Services is responsible for providing advice and assistance to Services and for processing all requests for personal information received by the Council. If you have any questions about personal information you should ask your line manager or contact the Information Governance team on 01738 477933, or at dataprotection@pkck.gov.uk.

All staff, including Supply Teachers, should ensure that they complete the Council's Data Protection training, which is available on [Learn Innovate Grow online](#), once they have access to this system.

If you become aware of a data breach - a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data- it is very important that you ensure that this is reported immediately. You should notify your line manager or the Information Governance team (01738 475444, DataBreach@pkc.gov.uk) as soon as you become aware of the data breach.

General Security

You should be aware of your own role within the Council's security system. When dealing with personal information you should ensure that it is not left lying on your desk if it is not being used; filing cabinets should be locked; data should not be left displayed on a computer screen; always log out of your computer if you are leaving your desk; do not reveal your password to anyone and when choosing a password; try to include both letters and figures.

You should never store personal information obtained through your employment on an unencrypted phone, laptop or pen drive.

If you have any questions in relation to Records Retention, IT Information Security or Communication Security, please speak with your Line Manager.

GTCS Registration

Your personal data will be held on the register for the purposes of supply only. We will seek your permission first before passing on your telephone number to the school.

What are My Rights?

The Council has a [Detailed Privacy Notice](#) for employees, which provides details about why the Council processes information about its staff. Guidance on how to exercise your [Personal Information Rights](#) is also available on our website.

You can contact the Data Protection Team if you have any questions or complaints about how your personal information is being processed. You also have the right to complain to the [Information Commissioners Office](#) about how the Council processes your personal information.

If you become aware that the information the Council holds about you in relation to your employment as a supply teacher is incorrect, please contact HR@pkc.gov.uk in the first instance.

Identity Badges

The Headteacher will determine whether an identity badge is appropriate for your engagement.

All PKC school staff (teaching and non-teaching) who work in a school, community learning base, school zone within a Community Campus or other designated ECS establishment are required to carry and display a valid ECS Staff Card.

Photographs for new ID Cards *must* be:

- In colour
- Without any tears or creases
- JPEG file format – with your full name as the file title
- Head and shoulder image of yourself (between 29mm and 34mm)

Once your ID card has been produced it will either be sent through internal mail or delivered to the on-site receptionist by the on-site IT Technician every 2nd week of the month.

Disclosure

When you first apply to go on the supply list you will go through Enhanced Disclosure PVG (Protection of Vulnerable Groups) process (paid for by PKC). If at any time during your employment you are involved in any incident, however minor, within or out with the workplace, which may call into question your suitability to work

with children, vulnerable adults, or in a position of trust, you must report it to HR immediately.

Insurance – Personal & Vehicle

It is your responsibility to make sure that any vehicle used on Council business is appropriately covered by an insurance policy, and that the Council is indemnified against all third party claims arising out of the use of the vehicle on official business. This will apply when you use your own car to transport school equipment, and make sure you have 'Business Use' on your insurance when working in different schools.

Mileage and VAT Receipts

You will be reimbursed for expenses necessarily incurred in travelling to and from schools attended. No reimbursement will be made for home to work mileage. See [Appendix 5](#) for current Mileage and Subsistence Rates. You will be reimbursed at 45p per mile for car users, 24p by motorcycle and 25p if you travel by bicycle. If you travel by public transport, you may claim the cost of the ticket.

When claiming travelling expenses, you are required to attach a VAT receipt for fuel, if claiming mileage, and a ticket if you travel by public transport. Get in the habit of asking for a VAT receipt each time you go for fuel. This is necessary to allow PKC to reclaim VAT. Without a VAT receipt, allowances may not be paid. Please do not submit any expense claims on MyView as the system is currently unable to process requests for supply staff. Further information and guidance can be obtained from Employment & Payroll Services, 01738 475555, selecting option 3

Teaching Vacancies

Every spring we advertise general teaching vacancies. These vacancies cover both primary and secondary roles with a variety of work patterns. Throughout the year specific vacancies are advertised on www.myjobscotland.co.uk.

Frequently Asked Questions: Contacting You

Contacting You

You may be contacted by telephone, email and/or by text message for offers for supply work.

When will I receive offers for work?

You will receive offers for work based on the preferences you completed on the Supply Booking System. You may receive advance notice of a placement or asked to attend that day.

What information will the request contain?

Texts and emails will include information regarding the school, the stage or subject, the days/hours to be worked and the likely duration of the placement. A reference number may also usually be included in a text message.

Will the text message contain any abbreviations?

Yes the stage will be abbreviated to P5 for example, hours will be shortened to hrs and the days of the cover will be abbreviated to M for Monday, Tu for Tuesday, W for Wednesday, Th for Thursday and F for Friday. The days of the placement will appear in brackets beside the hours per week.

The school names will also be in the shortest identifiable format, for example, Auchterarder for Community School of Auchterarder, RDM for Robert Douglas Memorial Primary School or Dunkeld for Royal School of Dunkeld. The start date of the placement will be in the format 10/04 and will come immediately after the hours per week.

Will I receive a request for all stages of Primary school?

Yes you will receive request for all stages of Primary and for all schools within the areas in which you are interested, but you only need to respond if you are interested in a particular placement.

Will I receive requests for all subjects or only those I am registered in?

You will only receive requests for subjects you are registered to teach, unless the request is for general cover. However, you only need to respond if you are interested in a particular placement.

Will I receive request for days I don't usually work?

If you have completed the Supply Booking System indicating which days you are not available for work then this will be recorded on the system. You only need to respond if you are interested in a particular placement.

What are full time hours?

Full time hours are Monday to Friday 35 hours per week, 7 hours per day on a Fixed Term Temporary Contract.

What hours am I entitled to be paid under a short term supply arrangement?

You are entitled to be paid for class contact hours worked. A full pupil contact day in Primary Schools equates to 5 hours and 5.5 hours in Secondary Schools. In addition an automatic 10% pay uplift on class contact hours worked is applied for preparation and correction.

What do I do if I am interested in a placement?

To respond to an engagement opportunity please use the Supply Booking System. Please do not attend any schools unless your engagement has been confirmed by the school. The request may have been issued to more than one individual.

Can I respond to the text message?

Please do not reply to the text message.

What do I do if I get a fixed term contract?

Please use the Supply Booking System to say you are unavailable for supply during this time. This will prevent you receiving further requests for supply during this period.

What do I do if I get a permanent contract?

If your permanent contract is part time and you wish to remain on the supply register please contact the Supply Team on 01738 475555, choosing option 1 and they will update your record or email HR@pkc.gov.uk.

If you wish to be removed from the supply register please update your record on the Supply Booking System.

What do I do once a temporary contract has ended?

Please use the Supply Booking System to update your availability.

Do I need to do anything if I am going on holiday and don't want to receive text messages from the Supply Team?

Please use the Supply Booking System to update your availability.

Template Texts

Primary

Example Text Message for one school in group

Supply P6/7 Dunkeld, full time 04/04, approx end 27/06. PKC Supply 01738475555 quoting Ref ID *.

Example Text Message for numerous engagements in group

Supply P6/7 Dunkeld, 21 hrs (M,W&F) 04/04, approx end 27/06 (Ref ID*); RCCT Kinloch Rannoch, 25 hrs 04/04, approx end 27/06 (Ref ID*) & Nursery Pitlochry, full time 04/04, approx end 27/06 (Ref ID*). PKC Supply 01738475555.

3pm Update Text

Supply still unfilled; P6/7 Dunkeld, 21 hrs (M,W&F) 04/04, approx end 27/06 (Ref ID*) & RCCT Kinloch Rannoch, 25 hrs 04/04, approx. end 27/06 (Ref ID*). PKC Supply 01738475555.

Secondary

Example Text Message for one school in group

Supply BS Auchterarder, full time 04/04, approx end 27/06. PKC Supply 01738475555 quoting Ref ID *.

Numerous engagements in group/subject

Supply CDT; Perth Grammar, 21 hrs (M,W&F) 04/04, approx end 27/06 (Ref ID*); Perth High, 25 hrs 04/04, approx end 27/06 (Ref ID*) & Perth Academy, full time 04/04, approx end 27/06 (Ref ID*). PKC Supply 01738475555.

3pm Update Text

Supply still unfilled; CDT; Perth High, 25 hrs 04/04, approx end 27/06 (Ref ID*) & Perth Academy, full time 04/04, approx end 27/06 (Ref ID*). PKC Supply 01738475555.

School Areas

Auchterarder Area	Blairgowrie Area	Breadalbane Area	Carse of Gowrie Area	Crieff Area	Kinross Area	Perth Area	Pitlochry Area
Aberuthven Primary School	Alyth Primary School	Breadalbane Academy (Through School)	Abernyte Primary School	Comrie Primary School	Arngask Primary School	Abernethy Primary School	Blair Atholl Primary School
Blackford Primary School	Blairgowrie High School	Glenlyon Primary School	Errol Primary School	Crieff High School	Blairingone Primary School	Balbeggie Primary School	Kinloch Rannoch Primary School
Braco Primary School	Burrelton Primary School	Grandtully Primary School	Inchture Primary School	Crieff Primary School	Cleish Primary School	Balhousie Primary School	Pitlochry High School (Through School)
Dunning Primary School	Coupar Angus Primary School	Kenmore Primary School	Invergowrie Primary School	Logiealmond Primary School	Fossoway Primary School	Bertha Park	Royal School of Dunkeld
The Community School of Auchterarder (Through School)	Glendelvine Primary School	Logierait Primary School	Longforgan Primary School	Madderty Primary School	Kinross High School	Collace Primary School	
	Kettins Primary School		St Madoes Primary School	Muthill Primary School	Kinross Primary School	Craigie Primary School	
	Kirkmichael Primary School			St Dominics Primary School	Milnathort Primary School	Dunbarney Primary School	
	Meigle Primary School				Portmoak Primary School	Fairview School (Special School)	
	Murthly Primary School					Forgandenny Primary School	
	Newhill Primary School					Forteviot Primary School	
						Goodlyburn Primary School	
						Guildtown Primary School	
						Inchview Primary School	
						Kinnoull Primary School	
						Letham Primary School	
						Luncarty Primary School	
						Methven Primary School	
						Moncreiffe Primary School	

	<p>Ratray Primary School</p> <p>St Stephen's RC Primary School</p>					<p>North Muirton Primary School</p> <p>Oakbank Primary School</p> <p>Our Lady's RC Primary School</p> <p>Perth Academy</p> <p>Perth Grammar School</p> <p>Perth High School</p> <p>Pitcairn Primary School</p> <p>Robert Douglas Memorial Primary School</p> <p>Ruthvenfield Primary School</p> <p>St John's RC Academy (Through School)</p> <p>St Ninian's Primary School</p> <p>Stanley Primary School</p> <p>Tulloch Primary School</p> <p>Viewlands Primary School</p>	
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Frequently Asked Questions – Supply Engagements

General

How will I know whether I am being engaged on short term supply or a fixed term temporary contract?

The Headteacher or representative will verbally confirm with you prior to you commencing cover:

- If the engagement will be classed as a short term or a fixed term temporary contract
- The reason for the engagement
- The hours to be worked

Duties

I am currently engaged on a short term supply basis. Am I required to work at the parents evening tonight?

Short Term Supply Teachers are not employed for any collegiate time which would include parent evenings, therefore this would not be required. Likewise Short Term Supply Teachers should only be required to carry out correction of work as part of ongoing classwork. Please refer to the [SNCT Handbook \(Part 2, Section 2, paragraph 2.2\)](#) for further details on the duties required of the Supply Teacher.

General Pay/Duty/Hours

I am a Part Time Teacher and have been asked to cover classes for one of my colleagues who is off for 1 day. How will I be engaged to cover these duties?

If you are being engaged to teach your own class or classes, this is regarded as a continuation of your own duties and will be recorded as part time additional hours, and not short term supply.

If however, you agreed to provide cover for a class or classes you do not normally teach, you will be engaged on short term supply.

I covered a period of sickness for an initial 2 days on a short term supply basis, then after the 2nd day I was asked to cover for a further 2 days – do I claim long term for the whole period covered?

No, for the first 2 days you would be engaged on a short term supply basis. From the 3rd day onwards you will be engaged on a fixed term temporary contract covering the full range of duties and will claim for hours worked up to a maximum of 35 hours per week (or pro rata if part time)..

I was asked to cover in a school for 2 days, at the end of the 2nd day I was asked to cover for a different teacher within the same school for 1 day. How do I claim for this?

This would be classed as 2 separate engagements of short term supply cover. Please note there is a box on the timesheet for you to enter the name (or names) of the Teacher (or Teachers) you are providing cover for.

How do I calculate out the class contact hours for entering onto my Monthly Supply Timesheet?

Calculate the total number of hours and decimalised minutes you are teaching in front of the class – please do not claim prior to school start time, morning break, lunch time, afternoon breaks or beyond the end of the school day.

If you require any assistance in completing your timesheet, please contact the Teaching Payroll Team on 01738 475555, selecting option 3.

The payment period for my Monthly Supply Timesheet covers 5 weeks but the Timesheet only has 4 weeks displayed. How do I claim Week 5?

Due to the amount of information required for processing Teaching Supply Payments, it was not possible to accommodate 5 weeks on this document. In this instance please complete a second timesheet.

You have returned my scanned timesheet unpaid, why is this?

For audit purposes, the Teaching Payroll Team require a legible scanned copy to allow payment. The form should be double sided, preferably A4 landscape.

Supply Teachers

Conduct and Performance Monitoring Procedure

- Step 1 If a Headteacher has an issue with the conduct or performance of a Supply Teacher this must be raised with the Supply Teacher directly and it should be made clear how it can be resolved and that it will be monitored. At this stage a copy of this procedure should also be given to the Supply Teacher. A note of this discussion should be forwarded to Human Resources.
- Step 2 If the matter does not improve or if the initial issue is considered to be of such a serious nature, the Headteacher may decide to end the placement.
- In this situation or if the Supply Teacher has decided to end the placement due to the issue raised, the Headteacher must inform Human Resources, by e-mail detailing the conduct or performance issue and outline what attempts have been made to resolve the situation. In addition it should be made clear whether the Supply Teacher can be invited for further placements at that school.
- Step 3 Human Resources, will record this information on the Supply Teacher's notes. If the issue is considered to be so serious by the Headteacher that he/she wishes this to be raised at a senior level, the issue will immediately continue to Step 4.
- Step 4 Once 3 notes have been made in a file (whether from different schools or within the same school) or if a single issue is considered to be of a serious nature, Human Resources, will bring this to the attention of the appropriate Service Manager within 2 working days of being notified. Pending a decision of the Service Manager, no further placements will be offered to the Supply Teacher.
- Step 5 The Service Manager or appropriate delegated person will invite the Supply Teacher to a meeting to discuss the circumstances of the issue. Thereafter, a decision will be made whether to continue to offer placements or to remove the name from the Supply Teacher Register. A record will be kept of this decision for future reference.

To determine your hourly rate of pay, access the SNCT salary tables via the link below

http://www.snct.org.uk/wiki/index.php?title=Appendix_2.1

If you are unsure what salary placing you are on, please contact Employment and Payroll Services on 01738 475577, selecting option 3.

Guidance on calculating hourly rate of pay

Take full time equivalent salary based on your point on the Main Grade Scale and divide by 1645 (235 days * 7 hours)

e.g. £36480/1645 = £22.17

You will accrue 0.20513 holiday pay for each day/part day worked

APPENDIX 5

PERTH & KINROSS COUNCIL – CURRENT MILEAGE & SUBSISTENCE RATES

		Mileage reimbursed per mile		
User Status/Activity	Mileage Criteria per annum	Single Status/Craft	Teachers	Chief Officer
Lease Car	All mileage	14p	14p	14p
Business Travel (Single Status & Craft)	Up to 10,000 Over 10,001	45p 25p		
Business Travel (Chief Officers)	All mileage			45p 25p
Business Travel (Teachers)	Up to 10,000 Over 10,001		45p 25p	
Motorcycle	All mileage	24p	24p	24p
Bicycle	All mileage	25p	25p	25p
Training for approved courses (Single Status & Craft)	Up to 10,000 Over 10,001	45p 25p		
Training for approved course (Chief Officers)				25p
Training for approved courses For Education voluntary course (Teachers)	All mileage All mileage		45p 25p	
Extra-Curricular Travel	Up to 10,000 Over 10,001		45p 25p	
Parent Evening	Up to 10,000 Over 10,001		45p 25p	
Compulsory transfer/excess travel (difference between home to old base and home to new base)	All mileage	25p	25p Claim must be greater than £2.00	25p
Subsistence Rates – Maximum payable with receipts				
Subsistence Rates	Breakfast Lunch Tea Evening Meal	£4.48 £6.17 £2.43 £7.64	£4.48 £6.17 £2.43 £7.64	£4.48 £6.17 £2.43 £7.64

Information correct as at April 2023. To check for the most up to date information, please follow this [link](#).