

## **LANCASHIRE TEACHING AGENCY (LTA)**

### **POLICY FOR CONTINUING PROFESSIONAL DEVELOPMENT FOR SUPPLY TEACHERS AND SUPPORT STAFF (REVISED JULY 2018)**

This policy applies to supply teachers and support staff employed through the LTA and does not include those teachers who are employed by schools on separate contracts.

#### **Statement of Aims**

- The LTA is committed to ensuring the high quality provision of supply staff to all Lancashire schools and the continuity of good learning for all pupils.
- The LTA supports the career development of all members of the agency and recognises that professionals have chosen career paths to reflect their personal work life balances and requirements.
- The LTA provides high quality support to ensure members, who may be experienced, professional or newly qualified, are fully aware of national and local priorities that contribute to the performance and effectiveness in schools.
- There is an expectation that each member of the LTA will access at least the minimum of one course opportunity per year, which must include safeguarding awareness if this training has not been received.
- The LTA has a commitment to performance management and threshold training. Such training will be made available on an equitable basis for all of those eligible for this.
- The LTA continually monitors the effectiveness of the CPD programme for members and regularly reviews ways in which this can be developed even further.

#### **Entitlement**

LTA members are required to complete an online Training Needs Analysis questionnaire outlining strengths and areas for development. This will enable the LTA to maintain a record of training undertaken and will enable the targeting of specific training to specific individuals. This may assist the placement of supply teachers in specific schools.

All newly appointed teachers will undertake compulsory induction/safeguarding training during the first term after registration with LTA.

The generic training programmes will meet the training requirements identified by training needs analysis profiling as well as issues being pertinent to maintaining teachers' knowledge of national educational initiatives.

The dedicated professional development training is offered in areas that have been highlighted by LTA supply teachers through a process of self evaluation against the national standards framework for teachers.

LTA members can 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/>. In respect of the training offered, the LTA will cover the CPD costs provided by LPDS for those members who have worked an annual minimum of ten days.

Courses from the LPDS marketed main course programme are not included. However, for secondary and SEND phase LTA members places can be offered from the main course programme. Delegates wishing to 'self-fund' any CPD can attend any course by using the 'Self-funding' option when making a booking.

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.

There is an expectation that when an LTA member is offered a place on a course and for any reason the LTA member cannot attend, they need to inform the admin team at the earliest opportunity via email: [lpds@lancashire.gov.uk](mailto:lpds@lancashire.gov.uk) or telephone on 01257 516100. If the LTA member fails to let LPDS know, the LTA member may forfeit all of their CPD entitlement and incur a 'non' attendance fee (of £25).

The LTA will not cover the costs of travel to the course or pay for compensatory costs in the light of time when supply work is not undertaken due to training and will not pay for courses provided by other External Providers. Wherever possible, LTA courses are run as twilight sessions and repeated in various locations around Lancashire. Courses will be offered in afternoons, evenings, at weekends and occasionally during holiday periods. These timings have been chosen to accommodate the work patterns of supply staff.

### **Safeguarding**

All LTA teachers and support staff will receive Safeguarding Level1 as part of the Compulsory Induction course. Some teachers are exempt from the Compulsory Induction/Safeguarding if they have proof of completion of attendance at a compulsory Safeguarding level 1 course within a term of registration/re-registration.

All teachers and support staff must attend a compulsory Safeguarding Level 1 course every three years from first registration. Certificates of completion of this will be required by LTA on re registration.

Where staff are involved with other organisations that require safeguarding training, the completion certificate for this will be accepted by LTA. Staff so doing should ensure that they have a valid signed certificate from the organisation that provided the training.

The LTA will not accept on-line training as an alternative to the taught courses for safeguarding.

### **Newly Qualified Teachers**

It is a priority of the LTA to secure longer-term contracts for NQTs for Teacher Induction purposes. Each teacher will be given the maximum opportunity to achieve Qualified Teacher Status (QTS) through the LTA.

In order to support this process all LTA registered Newly Qualified Teachers may apply for additional support in the form of courses which they may request or which they may be steered towards.

Once the teacher is employed within a school in a contract of an appropriate length for the purposes of induction, the responsibility for Induction Assessment against current Standards and regulations and reporting to LCC NQT Steering Group passes to the school concerned.

The Headteacher should inform Employee Services to record that the employing NQT is in the process of completing induction.

Qualified teachers who are employed in maintained schools, non-maintained special schools, maintained nursery schools and pupil referral units in England must, by law, complete an induction period equivalent to three school terms.

There is no set time limit for starting or completing an induction period. However, since 1 September 2012, NQTs who gained QTS on or after 1 September 2007 can only undertake short-term supply work of less than one term in such settings for a **maximum period of 5 years from the point of award of QTS**. After these 5 years, supply work in these settings must either be inductable or concurrent with inductable work. This restriction will apply until they complete induction.

Statutory induction is not a legal requirement to teach in the FE or independent sector, including Academies and Free Schools, but may be served in these settings. Further information can be found at:

<http://www.education.gov.uk/schools/leadership/deployingstaff/newstaff/b0066959/nqt-induction>

### **Members of the LTA Seeking Full/Part Time Contractual Employment or working on short term placements**

All members of the LTA will have access to the generic training programme that is advertised through the newsletter, LTA course programme and on the LTA or LPDS websites.

Members of the LTA falling into this category will be offered support in Job Search Skills and Interview Techniques provided through the personal professional development training provision which is available.

Where professional development cannot be provided through the generic programme then every endeavour will be made to direct the LTA teacher to other training routes as appropriate, however further training will not be funded through the LTA.

### **Appraisal/Performance Management and Continuing Professional Development for Teachers Approaching Threshold and moving through Upper Pay Spine**

The criteria for supply teachers working within the LTA apply as outlined in this document and within the Appraisal/Performance Management Policy for Unattached Teachers Employed by Lancashire County Council.

Once the LTA teacher is employed in school for a full term or more the school should assume responsibility for the Performance Management.

The LTA will undertake to identify possible eligible teachers who may benefit from performance management on salary points M2 and above and have worked 26 weeks or more in the academic year. A small number of these teachers may be eligible for consideration for performance pay progression.

In the light of the new regulations there may be some centrally determined generic objectives set for all teachers employed through the LTA.

Teachers wishing to progress through the pay scale increments will in future have to attend for Performance Management to determine whether this is possible. To take part in Performance Management the appraisee will need to set targets for progression, supported by

evidence for this process, including lesson observations and exit reviews from schools in which they have worked during the review period. Please note: a performance review cannot be achieved using evidence from work done prior to target setting.

Training will be offered to all those teachers as a result of the outcomes of performance management. Such training will be offered to teachers in this position by direct contact from the LTA.

Supply teachers are required to notify the LTA of their intention to take forward performance management at an early stage to enable support and guidance to be given.

The identified teachers that are eligible for consideration for performance pay progression will be given the choice to opt into the performance management process and the procedures agreed for unattached teachers employed by Lancashire County Council. Progression through the Upper Pay Scale will be dependent on supply teachers taking responsibility for their own professional development as mentioned in the Schools Standards Framework. All supply teachers who wish to be considered for progression through the threshold or the Upper Pay Spine will be expected to have undertaken training in each academic year in order to demonstrate that they have maintained the threshold standards.

LTA Supply Teachers will be required to produce and maintain an evidence base of their performance for performance management purposes. All training that has been undertaken through the LTA, in schools or elsewhere should be recorded as evidence as part of a Portfolio.

Guidance on developing a professional portfolio with evidence against the teacher standards will be provided as part of the core training provision.

Supply teachers who currently may be wishing to be recommended for Threshold progression must attend for performance management at the designated time so that a recommendation can be made and further evidence collected.

### **Members of the LTA Requiring Additional Support**

CPD and all the elements of informal and formal support are an integral part of the positive approach to the professional competence of teachers. The line manager in consultation with the LTA CPD Manager will draw up programmes of support that may include additional support through attendance at CPD. However, the responsibility for any judgements and monitoring will rest with the LTA Branch Manager who will be supported and guided by the LTA policies and procedures.

Where a Headteacher or member of staff from the LTA identifies a teacher as requiring special support this should be reported to LTA Partnership Manager to liaise with the Authority's LTA Project Manager and LTA CPD Manager.

The support programme will be put into practice in accordance with the agreed procedures.