

## Annual LTA Re-Registration

All teachers and support staff who wish to continue working for the LTA from September 2019 will be 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 your LTA consultant.
2. Update your online training needs analysis (TNA).
3. Update your DBS clearance – your LTA consultant will contact you if this is required.

Should any of the above tasks not be completed by 31st August, you will not be clear to work for the LTA until at least November! You will find a copy of our model CV format for both teachers and support staff on our website

[www.reedglobal.com/lancashire-teaching-agency](http://www.reedglobal.com/lancashire-teaching-agency). The model CV shows 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 CV's are anonymised for promoting candidates on the 'Browse the Candidate' section on the School Portal for Lancashire schools to view.

## Whole School Recruitment

Since February 2009 LTA have provided a comprehensive solution to all school's support staff needs. It demonstrates the commitment to provide a **'one stop shop'** for school recruitment needs in Lancashire. LTA have successfully provided all the following roles requested by schools including:

Teachers	SENCO (Non Teaching)	Receptionist
TA's	After school/Breakfast Club	School Administrator
Learning Mentors	Welfare	RESW
Cover Supervisor	Catering Assistants	Exam Invigilator
DT Technician	Site Supervisors	Attendance Officer
Science Technician	Cleaners	IT Network Manager
PE Technician	School Bursar	Reprographics Officer
Drama Technician	School Business Manager	Sports Activities
SENCO	Finance Manager	Co- Ordinator

The extended services delivers:-

1. Reduced time in schools sourcing their own staff leaving them more time to focus on pupils' needs.
2. Faster, cost effective **'one stop shop'** service to schools including:-
  - A single point of contact for all recruitment needs.
  - Monthly invoicing issued by LCC. All Teachers and Support Staff management information consolidated on the existing LTA statements. Statements are accessible through the Schools' Portal.
  - Transparent pay and charge information for all categories of staff.
3. Staff who are deployed on Local Authority (LA) have standard job descriptions and are paid in line with the LA's grading structure for these posts. School support staff are interviewed by LTA consultants specialising in support staff, and put through a thorough vetting procedure including DBS, five years concurrent references, qualifications and skills check.
4. Professional development of the school workforce, improving quality and retaining skills with the LA. LTA provides routes to permanent employment. All LTA Teachers and Support Staff within one term of commencing work are expected to attend a Compulsory Induction programme. Other training opportunities are also available through the current provision available for LTA teachers.

### CONTACT THE LTA OFFICES NOW ON:

- Tel: Preston - 01772 200845
- Tel: Lancaster - 01524 843347
- Website: [www.reedglobal.com/lancashire-teaching-agency](http://www.reedglobal.com/lancashire-teaching-agency)
- Email: [lancashire.teaching@reedglobal.com](mailto:lancashire.teaching@reedglobal.com)



## Timesheet reminder

Our expectation of all LTA staff is that you input your own hours onto the On-Time system by Thursday evening at the latest. The school do not have the facility to do this as the system is designed to give you, the candidate, control. Your co-operation on this is vital to ensure that you are paid correctly. We will send a text prompt on a Thursday as a reminder to complete this task.

If you are booked directly by a school it is imperative that you let us know so a timesheet record can be created for you.

If you have not used the system you will need to call your local LTA branch to obtain your login details.

## 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.



## Threshold

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 2019.

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 be continuing to contact teachers that have completed 26 weeks by July 2019. 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](mailto:claire.hilton@lancashire.gov.uk)

## Compulsory Induction and Safeguarding Basic Awareness – Level 1

This compulsory course will include a short induction briefing followed by a Safeguarding Basic Awareness session

**Induction:** This briefing will include a general introduction to working in Lancashire; An overview of the wide range of Professional Development opportunities that are available to LTA staff, eligibility and how to apply; Information on Lancashire resources that have been made available to LTA staff and access details; E-safety awareness and Updates as relevant.

**Safeguarding – Level 1:** Safeguarding and promoting the welfare of children has never had a higher profile. 'Safeguarding' is now a limiting judgement for Ofsted and it is a statutory requirement for all staff in schools to update their safeguarding training every three years.

It is imperative that all staff in schools are clear about their role and responsibilities in respect of safeguarding and promoting the welfare of pupils. Moreover, it is essential that they have a clear understanding of the broader safeguarding agenda, how it relates to and differs from 'child protection', who does what and when, what to look for etc.

The safeguarding training on offer is Level 1 Basic Awareness training. The learning outcomes for attendees are as follows:

- Understand 'Safeguarding' and 'Child Protection'
- Clarify roles and responsibilities in school
- Identify possible signs and symptoms of abuse
- Consider possible barriers and pitfalls identified by research
- Explore guidance for safer working practice

**All newly registered LTA teachers and support staff and all LTA staff who have not had Safeguarding Training for 3 years**

**MUST attend this course.** The training is accessible because it is held as twilight sessions or Saturday mornings so work opportunities need not be missed. Each participant receives a certificate of attendance.

The induction training for all LTA teachers and support staff is well established and is organised and run by Lancashire Professional Development Service. The aim of the training is to provide an overview and update on current issues and practice as well as an induction into Safeguarding and ICT. Future available dates are available on-line or please contact [stacey.winder@reedglobal.com](mailto:stacey.winder@reedglobal.com)

## Teacher Appraisal

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 2018 and guidance on Lancashire Model Pay Policy 2018/19.

The LTA will be continuing to contact teachers that have completed 26 weeks by July 2019. If you consider you are eligible, are interested, and have not been contacted regarding teacher appraisal, please inform [claire.hilton@lancashire.gov.uk](mailto:claire.hilton@lancashire.gov.uk)

## Training Needs Analysis Questionnaire

On registration and re-registration teachers and support staff will need to complete the TNA questionnaire which provides us with the training requirements for the CPD programme. If a specific training requirement is indicated on the questionnaire responses which is not part of the LTA Course Programme teachers and support staff may be contacted independently to meet this provision through alternative CPD. We have taken on board previously received comments and revised the training provision to meet your preferred timings of courses. Please follow the link below:

[www.lancashire.gov.uk/corporate/web/?siteid=3504&paged=10032&e=e](http://www.lancashire.gov.uk/corporate/web/?siteid=3504&paged=10032&e=e)



## LTA Recruitment – School Candidate Referrals

Candidate referrals is our best source of finding some of our best candidates working for LTA. These referrals come from both our current staff and the schools we work with.

- Do you know someone who is still looking for a new role?
- Have you had someone in school on placement, who you would recommend?
- Part time staff, looking for more hours?

Please feel free to pass on the contact details of someone you would happily recommend.

## School Term and Holiday Dates 2019/20

### Autumn Term 2019

Starts: Monday 2 September 2019

Half term: Monday 21 October - Friday 25 October 2019

Ends: Friday 20 December 2019

### Spring Term 2020

Starts: Monday 6 January 2020

Half term: Monday 17 February - Friday 21 February 2020

Ends: Friday 3 April 2020

### Summer Term 2020

Starts: Monday 20 April 2020

May Day: Monday 4 May 2020

Half term: Monday 25 May - Friday 29 May 2020

Ends: Monday 20 July 2020

## 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 below, FUM schools save £7 per day on LTA Standard Daily Charge rates for Teachers, Teaching Assistants and all whole school recruitment roles.

### FUM Fees for 2019 / 2020

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

### Contract Fees

A Frequent User Member School that moves an LTA candidate onto a contract within the first term of a long term placement, benefits from at least a 50% reduction on our standard contract fees. The transfer to contract fee is calculated at the time the LTA is informed by the school that the candidate is to be moved to contract.

**All Schools, whether Frequent User or Standard User, can move any candidate who is working on a long term assignment, onto contract after completing 65 days (1 term) FREE of charge**

Benefits for the 'Frequent Use Membership' run strictly from 1st September to 31st August, e.g. if you sign up in December 2019 your membership will only apply for the period to end August 2020. A school can join at any time but the reduced service fee will only be applied to any placement from the date the membership form is received.

## Teachers' Pension Scheme (TPS) Newsletter

The latest TPS Members Newsletter is available via the member resources on the Teachers' Pension website link available

[www.teacherspensions.co.uk/members/resources/member-newsletter.aspx](http://www.teacherspensions.co.uk/members/resources/member-newsletter.aspx)

The newsletter keeps members up to date with the latest news and changes e.g. changes to Pensions Increase and revaluation of Career Average pension benefits and General Data Protection Regulation (GDPR).

## Teachers' Pension Scheme - Employer contribution rate

Every four years the Government Actuary's Department carries out a valuation of all unfunded public service pension schemes, including the Teachers' Pension Scheme.

One of the purposes of the valuation is to assess the cost of pensions being provided to active members of each scheme and to determine the appropriate employer contribution rates going forward. As a result of the current valuation of the Teachers' Pension Scheme, the Government has determined that the employer contribution rate should increase to 23.68% of contributory pay with effect from 1 September 2019. BTLS Payroll and Recruitment Services will be arranging for the relevant contribution calculations within the Oracle HR/Payroll system to be updated in readiness for the changes to be applied to the payroll from September 2019 onwards.





# LTA Course Programme 2019-2020

In Autumn Term 2018 and Spring Term 2019 there were 617 LTA bookings for Induction/ Safeguarding courses, 650 delegates attended 25 LTA courses and 33 delegates attended courses from the Lancashire Main programme via special arrangement for NQTs, Secondary and SEND delegates.

There was an increase in the number of LTA teachers and support staff that have received CPD and the breadth of provision has broadened to cover more diverse training needs. The number of delegates that have received training via the LPDS main courses programme has increased significantly and this is due to course places being available from the SEND programme and a smart approach to offering LTA teachers and support staff, especially NQTs, places on course that fulfil their individual training requirements and assist with their career development as well as improving learning in Lancashire schools.

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>**

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.

Wherever possible, LTA courses are run as twilight sessions and repeated in various locations around Lancashire. These



timings have been chosen to accommodate the work patterns of supply staff.

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.

**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](mailto:lpds@lancashire.gov.uk) or 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.**

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

## Newly Qualified Teachers (NQTs)

If you are an NQT, and you have any specific training needs within your first year of teaching we may, in some cases, be able to offer guidance and support

**[www3.lancashire.gov.uk/lpds/courses.asp?q=NQT](http://www3.lancashire.gov.uk/lpds/courses.asp?q=NQT)**

Please contact Nigel Kirkham –

**[nigel.kirkham@lancashire.gov.uk](mailto:nigel.kirkham@lancashire.gov.uk)** should you wish to discuss.

## Supply Services Questionnaire

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 Lancashire County Council is keen to know what schools' priorities are when using supply staff and understand the experience of all schools, regardless of how they arrange supply cover.

The feedback questionnaire is designed to gather relevant information without taking too much time to complete, but there are opportunities for school representatives to give more detailed responses if they are willing to be further involved. The questionnaire can be found at:

**<https://lccsecure.lancashire.gov.uk/corporate/questionnaires/unQuestionnaire.asp?qid=786805>**

## Statutory Change to Payslips

From April 2019 employers have a statutory obligation to display the number of additional/overtime hours that an employee has claimed and been paid for on their employee payslips.

Lancashire County Council complies with this legislation as the necessary detail is displayed on the payslips available within Oracle Employee Self Service (ESS) which can be accessed on the "View Payslip" menu item.

Payslips can be viewed via the Oracle Responsibilities menu at:

LCC Employee Self Service



My Employment Information



View Payslips

Employees should then select the relevant month from the Pay Period drop down list and click on Download. This will display the relevant month's payslip as requested.

For the very small number of employees who still receive a paper version of the payslip the same information is displayed as via Oracle Employee Self Service.