

## **GUIDELINES FOR ALLOCATING TEMPORARY/SUPPLY STAFF TO SCHOOLS**

The allocation of temporary/supply staff is a matter for determination by the Education Department. Head Teachers should contact the Education Department to request supply cover and should not, **under any circumstances**, contact supply staff directly.

Temporary/Supply staff are allocated to schools for a variety of reasons, as follows:

- **a variable element from year to year to meet formula staffing requirements, related to the school roll;**
- **to cover vacant posts, pending appointment;**
- **to cover maternity-leave;**
- **to cover sickness absence, either short-term or long-term, from the fourth day of a sickness absence;**
- **to cover for staff who are engaged in staff development activities, if the school cannot arrange internal cover;**
- **to cover for staff engaged in the career review process, if the school cannot arrange internal cover;**
- **to cover for staff engaged in authorised educational activities, such as working groups, if the school can not arrange internal cover.**
- **to cover for special leave, as per LNC Agreement on arrangements for special leave – teaching staff.**

The distribution of supply opportunities among teachers on supply lists has to take account of certain factors.

Having taken account of any particular needs of the vacancy, such as a requirement for Gaelic competence, or subject specialism, positions are offered in the following order:

- 1 Non-retired supply teachers;**
- 2 Supply teachers who have retired on a non-enhanced basis;**
- 3 Supply teachers who have retired on an enhanced basis;**
- 4 Supply teachers who have retired on an enhanced basis, with an additional redundancy element**

Within each of the above four categories, the general aim is to achieve an equitable distribution of supply opportunities. The Department allocates long-term positions to non-retired teachers only, unless no such teachers are available.