

Edinburgh Learns – Supply workers’ handbook

Welcome to The City of Edinburgh Council. This handbook will help answer your questions about working with us as part of our supply list.

Our goal is for every learner to experience the best teaching and learning in all of our schools, and the highest quality of Early Learning and Childcare for all Children in all our settings, and we hope that you will play a part in helping us achieve this.

Edinburgh Learns, our strategy to achieve excellence and equity, provides guidance to help you in every aspect of your work. You’ll find information and examples of good practice on everything from teaching and learning to the curriculum and inclusion.

We hope that your experience of working with us will be rewarding and we look forward to working with you.

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Posts on our supply list

The Council, as of December 2023, has the following establishments:

- 23 secondary schools
- 90 primary schools
- 10 special schools
- 106 early years settings including early years centres, forest kindergartens, nursery classes (*nursery classes are attached to primary schools*).

For information on our special schools, and establishments with special classes / provisions, refer to appendices 2 and 3.

We have a list of supply workers who provide short term, temporary cover in schools and early years settings. Supply workers are engaged as casual workers because they work on an irregular basis to meet fluctuating demands for work. There's no mutuality of obligation, so we don't have to offer you work, and as a supply worker you're not obliged to accept the work offered.

Part-time teachers, pupil support assistants, early years practitioners and assistants (who already work for the Council) must be on the supply list to be offered work in a different school. If they do extra work in their own school, this is treated as temporary additional hours; there's no requirement to register for the supply list.

For more information go to Orb > HR Information > Pay > Permanent part time Education employees working additional hours (Teachers, PSAs and EYPs)

Posts

*PVG (Protection of Vulnerable Groups)

**GTCS (General Teaching Council of Scotland)

***SSSC (Scottish Social Services Council)

Post	Setting	Registration requirements (in addition to essential qualifications and experience for each post)
Teacher	Primary schools, secondary schools and special schools	<ul style="list-style-type: none"> • *PVG • **GTCS Registration for the sector and subject area
Pupil Support Assistant (Mainstream Primary and Secondary)	Primary schools, secondary schools (Grade 3s)	<ul style="list-style-type: none"> • PVG
Pupil Support Assistant (Special Schools)	Special Schools (Grade 4)	<ul style="list-style-type: none"> • PVG
Early Years Assistant	Early years centre, early years campus, forest kindergarten, nursery classes in primary schools	<ul style="list-style-type: none"> • PVG • SSSC registration achieved within six months of commencement
Early Years Practitioner	Early years centre, early years campus, forest kindergarten, nursery classes in primary schools, primary school (early stages)	<ul style="list-style-type: none"> • PVG • Full SSSC registration achieved within six months of commencement without condition.

Joining the supply list

Applying to join

a. Regular recruitment advertised on myjobscotland

Applications to join the supply list will be available at regular intervals across the year and interview dates will be advertised along with the post on myjobscotland.

<https://www.myjobscotland.gov.uk/>

b. Recent recruitment

A candidate may apply for a post as part of a recruitment exercise (permanent or fixed term) and be unsuccessful. However, if their application and performance at interview was good, the recruiting manager may wish to recommend them for the supply list. Recommendations can only be made for the post type that the individual was interviewed for, e.g. if the interview was for a teaching post, the individual can only be recommended to be a teacher on the supply list.

The recruiting manager and candidate should have a conversation about supply work and how this differs from a permanent or fixed term post. The recruiting manager should submit an AskHR request to transfer the candidate to the supply list, upload an email of recommendation from the Lead Interviewer and ask for the Recruitment Business Support Team to be notified.

c. Current, part time colleagues wishing to do additional hours outwith their own school

Current part time employees interested in joining the supply list should talk to their current Head Teacher or Head of Centre in the first instance. This can be requested at any time throughout the year. The Head Teacher or Head of Centre will discuss the expectations of supply work, and how this differs from a permanent post.

If their manager is happy to recommend the employee for the supply list, a request must be sent to HR on their behalf by the Business Manager or Head of Centre. Recommendations can only be made for their current position, for example a teacher can only be recommended to be a teacher on the supply list. To make a request, log into the askHR portal and submit an 'askHR a question' form.

d. Colleagues who are retiring, resigning or whose fixed term contract is coming to an end

Employees in this category may be recommended by their current Head Teacher or Head of Centre for a place on the supply list. This may include probationers finishing their placements, or modern apprentices, or trainees within Early Years. The expectations of supply, and how this differs from a permanent post, will be discussed. Recommendations can only be made for their current position, for example a teacher can only be recommended to be a teacher on the supply list. The recommendation should be included on the askHR 'Leavers form' submitted to HR.

Vacancies

Review our vacancies on myjobscotland regularly for opportunities that might interest you.

Web address: www.myjobscotland.gov.uk/councils/city-edinburgh-council/jobs/?type=internal,external

Registration requirements

Protecting Vulnerable Groups (PVG) Scheme

The PVG Membership Scheme requires those who work (paid or unpaid) with vulnerable people to be registered prior to starting work. All new starts and existing workers must be PVG Scheme members if they undertake regulated work with children and/or protected adults.

There's a fee to join the PVG Scheme which must be paid to Disclosure Scotland by the individual before the application's processed. Existing PVG Scheme Members (who are new to the Council) will require a Scheme Record Update; this is paid for by the Council.

No PVG check is needed where a colleague moves from a Council post to the supply list and is already a PVG Scheme member through the Council. A copy of your PVG certificate will be required. Read HRs guidance on which PVG check to use.

Intranet location: Home > HR Information > Recruitment and selection > PVG scheme

General Teacher Council for Scotland (GTCS) - Teachers

You'll need to supply evidence of current GTCS membership which must cover the sector and/or subject in which you intend to teach. If you're a secondary teacher, you'll only be offered work in the subject area(s) that your GTCS registration covers or in general cover. It's your responsibility to maintain GTCS registration while you're on the supply list. Failure to do so will result in removal from the list. **You should not accept supply work out with your GTCS registered sector.**

Paying your registration fee (GTCS) - Teachers

We'll automatically make a payment to the GTCS on your behalf by making a deduction from your April pay if you receive a payment for hours worked in March in your April pay, so you should check that it has been paid.

If it's not deducted by us from your April pay, because you didn't receive any payments for work in March, you must pay for it yourself or you'll not be able to work for us and will be removed from the supply list. You'll need to contact the GTCS as soon as possible to arrange payment. If your GTCS registration lapses it may take several months to get re-registered. It's important to keep your contact details up to date with the GTCS as they may try to contact you about your registration.

If you work for more than one local authority and multiple GTCS deductions have been taken from your pay, contact the GTCS directly.

Web address: www.gtcs.org.uk

Scottish Social Services Council (SSSC) - early years practitioners and assistants

All new workers must achieve registration within six months of taking up employment in the following roles: early years practitioners, early years assistants and nursery nurses working in early learning and childcare. Early years practitioners and nursery nurses SSSC registration must be held without condition.

Whilst it is not a requirement to hold SSSC registration working in Special Schools, due to the nature and flexibility in our supply bookings and engagement process, we require all early years practitioners, early years assistants and nursery nurses working on our Supply List to achieve and maintain SSSC registration.

It's your responsibility to achieve and maintain SSSC registration while you're on the supply list, if you fail to, you'll be removed from the list; you cannot work in a post subject to compulsory registration unless you're registered. As an employer, we must remove an 'unregistered' worker from post, or we will be committing an offence.

You must be on the correct part of the register otherwise your registration will not be valid. If you have more than one role you may need to be registered on more than one part of the register.

Web address: www.sssc.uk.com

Bookings and engagement

Booking process

Our booking process is an online platform hosted by TeacherBooker. The TeacherBooker platform manages all of our supply list including pupil support assistants, early years posts and Teachers. Once all your pre-employment checks are completed, you'll be invited to create an online profile on this platform. Once approved, you'll be able to view and apply for our supply opportunities. You'll also have access to your time sheet for each booking which will confirm the number of hours worked, and whether it has been approved and submitted to payroll.

There's no obligation for any individual to accept any offer of supply cover.

Work offers will include the:

- school's name,
- type of cover or specialist subject information (if applicable),
- dates to be covered and
- hours to be worked (start time and finish times).

The offers of work you receive will be based on:

- your supply position (e.g. Secondary Teacher, Primary Teacher, Pupil Support Assistant, Early Years Practitioner or Assistant)
- registration requirements (SSSC and GTCS).

It's important that you keep us up-to-date with your contact details

- If you change your contact details, email address, home address or bank details, call askHR on 0131 469 5555. Before we can change any of your details, you'll be required to complete a security check so have your Payroll number and National Insurance number ready.

Remember, if you no longer want to be considered for supply work, email EdinburghSupply@Edinburgh.gov.uk.

If you accept a booking, you'll receive a booking confirmation, all details of the booking will be available on the TeacherBooker. If the booking is extended, the establishment will have a conversation with you directly and confirmed on TeacherBooker.

Establishments must manage all supply processes including requests for supply cover, confirmation of bookings, and approval of timesheets for payroll using TeacherBooker.

Teacher Booker Guidance

If you need support using Teacher Booker, please see Appendix 4 below for guidance on using the system, or use the help centre or chat function within Teacher Booker.

Web address: <https://teacherbooker.com>

Claiming hours worked for payment

At the outset of the engagement, the Business Manager or Head of Centre will provide you with confirmation of the days and hours of the engagement on TeacherBooker, so you know the hours that you can expect to be paid for.

At the end of the engagement, the school or establishment will confirm your hours and days worked and approve for payment using Teacher Booker. This timesheet is your record of hours worked.

Log into Teacher Booker to view your timesheet, hours submitted for payroll and timesheet status (approved or awaiting approval).

Absence or sickness

If you've accepted an offer of work but are unable to attend for any reason, get in touch with the Business Manager, Head Teacher or Early Years' Centre Manager as soon as possible, so that alternative arrangements can be made.

You'll only be paid for work undertaken and will not be entitled to our sickness allowance provisions. You may be eligible for Statutory Sick Pay (SSP) if you satisfy the normal conditions that apply at the time. If you have a period of sickness during a supply engagement, the establishment will update your timesheet using TeacherBooker. You'll need to ask the Business Manager to get in touch with HR on your behalf if you think you qualify for Statutory Sick Pay and HR will assess whether any sick pay is due.

A full list of establishments' contact details is on our website.

Web address: <https://www.edinburgh.gov.uk/nurseries-childcare/find-early-learning-childcare>

HRMC Statutory payments manual

Web address: <https://www.gov.uk/hmrc-internal-manuals/statutory-payments-manual/spm190200>

What you can expect in an establishment

On arrival – important information

You must sign in at reception upon arrival, and sign out when you leave.

If there have been any issues during your engagement, please ensure you speak with a member of the leadership team **before** you leave.

All supply workers should be provided with essential information about the establishment they're working in and the children they'll be working with (where relevant) by a member of staff, such as:

- timetable, registers, name labels
- map, school layout, staffing list for key contacts, phone numbers
- routines (e.g. entering the building, permission slips, toilet break, water policies and so on)
- relevant policies and procedures: relationships and behaviour and child protection
- access to resources (e.g. learning materials, computer and / or system access)
- health and safety information (fire-drills, first-aider, emergency procedures)
- medical action plans and additional support for learning information.

Ask a member of staff if you need clarification on anything.

Supply engagement assignment details

It's the responsibility of the Head Teacher, Head of Centre or Business Manager to ensure that the details of each engagement are made clear to you at the outset. These should include number of days, hours of work, duties, and reason for engagement, i.e. employee absence.

Facilities

Colleagues should bring their own lunch for bookings.

Security

The Head Teacher or Head of Centre will determine whether an identity badge is appropriate to be issued for your engagement. You must always display either the visitor pass or identity badge at all times.

Additional information for fixed term supply teachers (three days or more)

The following information needs to be provided to you by the establishment (where required):

- **Set work:** If the school want you to complete specific work, it should be made available with notes of what's expected, along with details of differentiation and extra support which may be required.
- **SQA exam requirements:** A brief list of what SQA demands (subject by subject) and relevant school timetable for completion, e.g. folio dates, deadlines, etc. are required.

What's expected of you in an establishment

You'll always be expected to provide a high quality and professional standard of service, including:

- providing your learners with high quality teaching and learning experiences;
- contributing effectively to promoting positive behaviour;
- reporting learning and behavioural observations, concerns or incidents;
- providing an effective handover to the nominated manager or staff member;
- adhering to the Child Protection Guidelines and relevant establishment policies;
- complying with data protection policies and procedures.

During an engagement, you must comply with the Council's behaviours (**Respect, Integrity and Flexibility**), rules and policies, including those relating to equal opportunities, confidentiality, health and safety, and code of conduct.

Flexible-route probationers (teachers' only)

If you are a flexible-route probationer, make a member of the senior leadership team in the school aware so that you can be offered support and your day can be signed off on your GTCS profile.

Flexible-route probationers should ask for an observation every 20 days of teaching.

For further guidance and information about the flexible-route and the requirements for working towards full GTCS registration go to <http://www.in2teaching.org.uk/flexible-route/flexible-route.aspx>.

If you need any support contact our QIEO Probation Manager, Irene Whitford by email irene.whitford@edinburgh.gov.uk. Irene can arrange observations and will help with your final sign off.

Outline of duties

Teachers' engagements two days or less

You can only be asked to undertake a proportion of the teacher duties which are detailed in the Scottish Negotiating Committee for Teachers (SNCT) Handbook, Section 2.9 as follows:

- teach assigned classes;
- correct work, as part of ongoing classwork;
- maintain a record of work;
- contribute towards good order in the school.

Teachers' engagements three days or more

You're expected to undertake the full range of teaching duties in accordance with the SNCT handbook:

- manage and organise classes through planning and preparing for teaching and learning;
- assess, record and report on the work of pupils' progress to inform a range of teaching and learning approaches;
- prepare pupils for examinations and where required, assist with their administration;
- contribute towards good order and the wider needs of the school;
- develop the school curriculum;
- contribute to the school and Council planning and improvement processes;
- maintain and develop knowledge and skills and contribute to the professional development of colleagues including probationary and student teachers.

Web address: http://www.snct.org.uk/wiki/index.php?title=Part_2_Section_2.

Pupil support assistants, early years assistant, practitioners

Duties are outlined in the job description included in the advertisement of the supply post.

Hours of work

The Council's normal full-time working week is 36 hours (35 hours for teachers), pro-rated for part-time:

- Monday to Thursday: 8.30am to 5.00pm
- Friday: 8.30am to 3.55pm (note these are not pupil contact hours).

Each of our schools and early years settings may have different opening hours, so your start and finish times will be confirmed with you directly through the booking process.

Schools

Each school has its own opening hours.

Early Years' settings

Available working hours in term-time settings are:

- Monday to Thursday: 8.30am to 5.00pm
- Friday: 8.30am to 3.55pm.

Available working hours in settings open all year round are:

- Monday to Friday: 7.30am to 6.30pm.

Removal from supply list

If you no longer want to be considered for supply work, contact us on EdinburghSupply@Edinburgh.gov.uk.

We review the supply list on a regular basis. You'll be removed if you've not worked for us on a supply or fixed term contract basis since the start of the previous school academic year. We'll give you notice of this.

There may be other reasons for removing you from the register:

- pulling out of engagements that have been accepted;
- unsatisfactory performance or conduct (see the section on Under-performance and / or misconduct).

Re-joining the supply list

If you leave the supply list and wish to rejoin, you must submit a new application and go through the recruitment or recommendation process again, including attending an interview (where necessary) and submitting a PVG update.

Pay and conditions – supply teachers

You'll be paid on a claim basis, regardless of the type of supply work. Schools (that requested the supply cover) will approve your timesheets through Teacher Booker. Each month (as per our payroll deadlines) your timesheet must be reviewed and approved by the School or Establishment so it's submitted to HR for payment. Payment will be made one month in arrears on the last Thursday of each month. Refer to our Pay Policy on the Orb for more information.

A copy of your payslip will be posted or emailed to you if you've signed up to epayslips. It's your responsibility to check your payslip. Contact the Head of Centre or Business Manager where you worked about any pay queries.

Your rate of pay and associated conditions will be in accordance with the provisions under the Scottish Negotiating Committee for Teachers (SNCT) scheme for salaries and conditions of service. All rates of pay

are calculated based on your assessed salary point on the Teachers Main Grade Scale (or point 0 if not fully registered) as per SNCT guidelines for salary assessment.

Web address: http://www.snct.org.uk/wiki/index.php?title=Part_2_Section_1

Web address: Sign up for e-payslips www.edinburgh.gov.uk/employeeedetails

Payroll deadline information: Orb> HR Information> Pay > Pay dates and claim deadlines

Pay policy: Orb> HR Information> Pay > Pay Policy

Short term engagements - supply teachers (two days or less)

You'll be employed on short term supply when the period of work engaged for is two days or less.

Short term supply teachers can only be engaged for a discrete block of time in one day. This will either be a full day or half day. If a short term supply teacher is engaged for a half day or a full day, they should be paid for that amount and should be either:

- a. usefully occupied for the full period of engagement or
- b. asked to remain on school premises during any unoccupied period in case they're needed.

Short term supply teachers are not entitled to non-contact time and may be engaged to teach for the entire pupil day. There is an automatic 10% pay uplift for preparation and correction time, based on actual hours worked (calculated on an hourly rate basis).

Each single continuous period of engagement of two days or less will be treated separately for the purposes of payment. This means if a supply teacher works for two days in one school immediately followed by two days in another school, these are treated as two separate engagements for payment purposes. However, when an engagement extends beyond two days in the same school, for whatever reason, you'll be paid in accordance with the engagements three days or more (as set out below).

When a short term engagement of two days extends to a fixed term appointment in the same week, the non-class contact time for the remainder of the week will be pro-rated for that week, but the hours already spent teaching on short term supply will be disregarded.

Fixed term temporary contracts - supply teachers (three days or more)

Where a single continuous period of supply work is for three days or more, or it's known at the outset that the period of work will last more than two days (up to three months), teachers will be employed on fixed term temporary contracts.

For example, it's classified as a 'fixed term temporary contract' if the booking request is for one week's engagement (Monday to Friday), or the request is for an engagement to work every Monday for a period of four weeks.

Teachers on fixed term contracts will be expected to undertake the whole range of teacher duties. They will be engaged for a maximum 35-hours a week or pro-rated if part-time, with a maximum class contact time of 22.5 hours, pro-rated to the hours of their contract.

HR wouldn't normally issue a fixed term contract to supply workers as it's not practical to put them on payroll for very short periods of time. HR will issue a supply fixed term contract for periods of more than two days and up to three months on the instruction of the school where it has been requested by the supply worker. HR will then issue a contract to the individual confirming the fixed term contract. The business manager will need to continue submitting monthly pay claims to HR for the duration of the engagement.

A supply fixed term contract cannot be issued or extended for more than three months. If it's known at the outset that there's a temporary requirement for more than three months, for example, maternity cover, the school should advertise the vacancy in accordance with the Council's Recruitment and Selection Policy.

Pension

You'll automatically become a member of the SPPA scheme when you start working with us.

If you previously opted out but would like to join, contact the SPPA for more information. Joining forms are available on the SPPA website.

SPPA contact details

- **Telephone:** 01896 893 000
- **Website:** www.sppa.gov.uk/scot_teachers/home.htm

You'll need to send us your completed joining application form by post:

- **Postal address:** Human Resources, Compensation & Benefits team, Resource Centre 2.3, 4 East Market Street, EH8 8BG

Annual leave

You'll receive payment for annual leave in accordance with the SNCT Handbook Part 2: Section 5.

The annual leave entitlement of a full-time teacher or music instructor shall be 40 days. Pro-rata arrangements shall apply to part-time staff and those employed for any part of the leave year. Public holidays are included in this entitlement. A teacher or music instructor working for an entire school session will accrue a full leave entitlement. The annual leave entitlement is inclusive of statutory leave entitlement.

All teachers and music instructors will accrue paid leave on the basis of 0.20513 of a day for each day worked in the school session and pro-rata for each part day. 'Days worked' include any period of family leave, days of sickness and any other form of paid leave, except for annual leave. Accrued annual leave as a result of family leave will count as 'days worked'.

Salary placement

During your probationary period you'll be placed on Point 0 of the main grade scale and following full registration with the General Teaching Council for Scotland (GTCS) you'll move to Point 1.

If you previously worked for another Scottish Local Authority, we'll match the salary scale placement of the last Scottish Authority council to employ you.

If you have additional service out with a Scottish Local Authority, you may request a salary assessment by contacting askHR. Log into askHR (Halo) and complete the Salary assessment – Teachers form under Pay, hours & Claims.

SNCT Part 2: Section 1 - Pay, section 1.22 provides a more detailed description of service which could be considered.

Salary assessment requests should be received within six months of you starting. If you want to make a request for your salary placement to be reviewed later, contact our askHR team on 0131 469 5555. You'll be required to submit evidence of teaching service, e.g. Confirmation of Hours Worked forms or fixed term contracts.

Web address: www.snct.org.uk/wiki/index.php?title=Part_2_Section_1

Pay and conditions – pupil support assistants, early years assistants and practitioners

You'll be paid on a claim basis, regardless of the type of supply work. Schools (that requested the supply cover) will approve your timesheets through Teacher Booker. Each month (as per our payroll deadlines) your timesheet must be reviewed and approved by the School or Establishment so it's submitted to HR for payment. Payment will be made one month in arrears on the 3rd last working day of each month. Refer to our Pay Policy on the Orb for more information.

A copy of your payslip will be posted to you or emailed if you've signed up to e-payslips. It's your responsibility to check your payslip. Contact the Head of Centre or Business Manager where you worked about any pay queries.

The rate of pay will be your salary scale point as confirmed in your appointment letter to the supply list. A copy of your payslip will be posted to you or emailed if you've signed up to e-payslips. It's your responsibility to check your payslip. Contact the Head of Centre or Business Manager where you worked about any pay queries.

Web address: Sign up for e-payslips www.edinburgh.gov.uk/employeedetails

Payroll deadline information: Orb> HR Information> Pay > Pay dates and claim deadlines

Pay policy: Orb> HR Information> Pay > Pay Policy

Pension

You'll automatically become a member of the Lothian Pension Fund (LPF) when you start with us. If you previously opted out but would like to join, contact LPF for more information. Joining forms are available on the LPF website.

LPF contact details

- **Telephone:** 0333 996 1900 (9am to 4pm Monday to Friday except public holidays)
- **Website:** www.lpf.org.uk

You'll need to send us your completed joining application form by logging a request on askHR (Halo) or by post).

- **Postal address:** Human Resources, Compensation & Benefits team, Resource Centre 2.3, 4 East Market Street, EH8 8BG

Leave entitlement

In accordance with the provisions of the Working Time Regulations 1998 (as amended 1999) all workers have an entitlement to paid annual holiday based on an entitlement of 5.6 weeks per annum (including public holidays).

The Regulations permit this statutory period of leave entitlement to be recognised as a payment when a contract ends but because of the nature of the work you're engaged to undertake, your leave entitlement is recognised by a payment to you equivalent to 12.07% of the payment made to you for the hours worked by you.

- *This takes into account the percentage of the working year represented by 5.6 weeks paid annual holiday i.e. $(5.6 \text{ weeks} / (52 \text{ weeks} - 5.6 \text{ weeks})) \times 100 = 12.07\%$.*

- Where working patterns allow it, the five weeks paid holiday also includes public holidays.

Learning and development

How to book a course

Course bookings should be made on myLearning Hub, our online learning platform. If you don't have access email the Learning and Development team.

Supply workers can also access other learning and development opportunities available in the directory.

It's essential that all supply workers update Child Protection Specific Contact Workforce Level 2 training every three years. Course dates are advertised in the CPD Directory. Please do not allow this training to lapse – it is your responsibility to undertake this.

The directory is available to view online www.edinburgh.gov.uk/cpddirectory.

Website address: <https://orb.edinburgh.gov.uk/learning-development/mylearning-hub>

Information about essential learning for all staff in schools and early years can be viewed on the Orb.

Intranet location: Home > HR information > Learning and development > Departmental training > Communities and Families essential learning

Learning and Development team

Email: learninganddevelopment@edinburgh.gov.uk

Professional Update and PRD (teachers)

All teachers wishing to maintain their Fully Registered (General) status working in local authorities, independent schools, colleges, universities, and national organisations must engage in the requirements of Professional Update to:

- annually update all contact details on myGTCS;
- professionally develop yourself:
 - engage in professional learning,
 - self-evaluate against the appropriate GTCS Professional Standard(s),
 - maintain a professional learning record and associated evidence of impact,
 - discuss the impact of professional learning with a line manager as part of the PRD (Professional Review and Development) process and
 - confirm the above through a five-yearly sign-off process.

Guidance about the process can be found on the GTCS website and information for teachers working for us can be found on our intranet.

GTCS web address:

- <https://www.gtcs.org.uk/professional-update/>
- <https://www.gtcs.org.uk/professional-update/my-professional-context/>
- <https://www.gtcs.org.uk/about-us/contact-us/>

Intranet location: Home > HR information > Performance management > Professional review for teaching staff

The Professional Review and Development Process (PRD)

All supply teachers have an entitlement to an annual Professional Review and Development meeting. The supply teacher should arrange a PRD meeting by speaking with the Head Teacher or Depute Head Teacher in the school in which they most often work.

If support is needed to arrange a PRD meeting, contact Catherine Chrystal, Senior Education Officer

Email: catherine.chrystal@edinburgh.gov.uk

Professional learning

All teachers should complete a maximum of 35 hours per annum of Career Long Professional Learning (CLPL). Teachers on part time or fixed term supply should undertake Professional Learning on a pro-rata basis.

IT Support

New account set up

All new supply workers will be set up with a Learning and Teaching Email address as part of the onboarding process.

To reset your password

Please contact digital@ea.edin.sch.uk from your personal email address associated with your Teacher Booker account. Make sure you include your name and employee number in the request.

Please **do not** contact EdinburghSupply@edinburgh.gov.uk as we are unable to reset your password.

For access to IT Guidance held on the Learning & Teaching SharePoint site:

SharePoint location: [IT Guidance for Supply Staff](#)

(Note: L&T account required to access)

You'll be able to view our policies and procedures, wellbeing, benefits, pay and absence information, as well as updates about our services and support.

Access the Orb (our intranet) and HR systems

Colleagues who don't have a Council work email addresses can now sign up for access to the Orb, our intranet site.

Colleagues can now request access to the Orb, our intranet, to view policies and procedures, wellbeing, benefits, pay, and absence guidance.

- Go to www.edinburgh.gov.uk/employeedetails and complete the form.
- You'll need a personal email address, your NI number and your employee number

Once you submit the form, the HR team will give you access (within 7 days) to:

- the Orb
- myLearning Hub (our online training system)
- askHR (HALO our online HR helpdesk)
- epayslips (if requested).
- you'll also get communications such as the weekly Colleague News.

Trade union membership

You have the right to join a trade union and the Council encourages you to do so. To become a member of a Trade Union you'll need to contact the Trade Union directly. For more information, read our Working Together protocol.

Intranet location: Home > HR information > Absence and leave > Trade Unions

How to raise an issue

We want working for the Council to be an enjoyable and rewarding experience. However, from time to time you may feel the need to raise an issue within the workplace. It's important that you know how to do this.

If you have a complaint or concern related to:

- Child protection or welfare concern
 - You should raise this with a senior leader in the school/setting **before** you leave that day.
- A booking or engagement
 - You should firstly contact a senior leader in the school/setting **before** you leave that day.
- Timesheets or pay
 - You should raise the matter with the Business Manager or Senior Early Years Officer in the relevant setting/school.

If this doesn't resolve things, contact askHR using Halo (our online helpdesk) or by calling 0131 469 5555 who can direct your complaint to the relevant officers within Education.

Concern procedure

Under-performance and / or misconduct procedure

This procedure will be used when there are concerns about a supply worker's performance and/or conduct. Correspondence under this procedure will usually take place by email or post.

Step 1 - Preliminary considerations

- a. If a concern arises in relation to the conduct or performance of a supply worker, the concern should, where possible and appropriate, be raised by the Head Teacher or Head of Centre with the supply worker directly. The supply worker should be asked their response in relation to the concerns. At this stage a copy of this procedure should be given to the supply worker. A Headteacher or Head of Centre may need to contact the supply worker after they have completed their booking. Contact details are available on TeacherBooker.
- b. It may be necessary to temporarily suspend the engagement of the supply worker pending investigation into the concerns raised, including access to their City of Edinburgh email account/IT access. For example, if the supply worker's continued engagement poses a threat to evidence, persons or property. If so, this will be communicated to the supply worker in writing.
- c. The supply worker concern form (refer to Appendix 5) should then be completed by the Head Teacher or Head of Centre and forwarded to the relevant Senior Education Officer. The concern will be logged centrally. The form should outline: the concerns, what response the supply worker gave to the concerns, and whether any strategies have been agreed to address the concerns. If the issue has not been raised with the supply worker prior to submitting the form, this should be noted on the form, together with the reasons why.
- d. The Senior Education Officer will consider the content of the form and discuss this with a member of the HR Case Management Team. If the concerns are of a minor or trivial nature, the supply worker concern form will be held on file for 12 months, but no further action will be taken. The supply worker will be informed of the outcome. If subsequent concerns are raised within the following 12 months, this procedure will repeat with the addition that the concerns already logged will be considered alongside any new concerns.
- e. If the concerns are more serious than of a minor or trivial nature, a review will be completed to confirm if there are any other concern forms currently held on file. If there are any concerns already logged, they will be considered alongside any new concerns.

Step 2 - Meeting

If upon receipt of the concern form(s) mentioned in step (e) above, further investigation of the concerns is not necessary, the supply worker will be invited to attend a meeting with the Senior Education Officer or appropriate delegated person to discuss the concerns.

Upon receipt and consideration of the concern form(s) mentioned in (e) above, the Senior Education Officer may consider that the matter requires to be investigated further. An appropriate person from within the service area or from the Investigations Team will be appointed to consider the concerns and meet with the supply worker and witnesses as appropriate. The outcome of this investigation will be reported to the Senior Education Officer for consideration.

Details of the concern forms will be provided to the supply worker in advance of any meeting.

We will consider requests to be accompanied by a Trade Union representative or work colleague at this meeting.

Step 3 - Outcome

Following completion of Step 2 the outcome will be confirmed in writing to the supply worker within a reasonable period. The following are examples of possible outcomes.

- a. **No action taken.** The supply worker will remain on the supply list and placements will continue to be offered.
- b. **Action taken.** The supply worker will remain on the supply list subject to the putting in place of conditions e.g. to successfully engage with the agreed strategies to address the concerns.
- c. **Action taken.** The supply worker will remain on the supply list subject to the condition that they will improve performance or conduct immediately.
- d. **Action taken.** The supply worker will be removed from the supply list with immediate effect.

The possible outcomes listed are not exhaustive and it may be that a more suitable outcome is identified to address the problem. The outcome will be at the discretion of the Service Director or appropriate delegated person.

There will be no right to appeal the decision under this Concern Procedure.

Regardless of the outcome of the procedure, a record will be kept of the decision for future reference and will remain on file in accordance with our data retention obligations.

Appendix 1 – Useful web links & contacts

Web links or intranet location

Name	Link
The City of Edinburgh Council	http://www.edinburgh.gov.uk/
Candidate portal	http://www.edinburgh.gov.uk/candidateportal/
myjobscotland	https://www.myjobscotland.gov.uk/councils/city-edinburgh-council/jobs/mjsint
TeacherBooker	https://app.teacherbooker.com/login
Information on Professional Update and PRD is available on The City of Edinburgh Council website	Intranet location: Home > HR information > Performance management > Professional review for teaching staff
Scottish Negotiating Committee for Teachers (SNCT) Code of Practice	Intranet location: Home > HR information > Recruitment and selection > Supply teachers - head teachers and business managers http://www.snct.org.uk/library/1591/Code%20of%20Practice%20in%20the%20use%20of%20Fixed%20Term%20Temporary%20Contracts%20(Appendix%202.8)%20Jan%202013.pdf https://orb.edinburgh.gov.uk/downloads/file/6293/snct_codes_of_practice
Scottish Negotiating Committee for Teachers (SNCT) Pay tables	http://www.snct.org.uk/wiki/index.php?title=Appendix_2.1
General Teaching Council for Scotland (GTCS) Information	https://www.gtcs.org.uk/
Scottish Social Services Council (SSSC)	https://www.sssc.uk.com/
Scottish Public Pensions Agency (SPPA)	http://www.sppa.gov.uk/
Lothian Pension Fund (LPF)	http://www.lpf.org.uk/
Digital Learning Team	digital@ea.edin.sch.uk
askHR	0131 469 5555 or log into Halo, our online askHR helpdesk
Supply	EdinburghSupply@edinburgh.gov.uk
Sign up for e-payslips, Orb access, myLearning Hub, askHR (Halo)	www.edinburgh.gov.uk/employeeedetails

Appendix 2 – Special schools

Establishment name	Age of pupils	Additional information
Braidburn	Nursery, primary and secondary	Complex, long term additional support needs learners require a significantly modified learning environment. Needs of learners are primarily associated with learning disability and significant visual/sensory, health and medical needs.
Gorgie Mills	Secondary	Complex, long term additional support needs. Needs of learners are primarily associated with social and emotional behavioural needs.
Kaimes	Primary and Secondary	Complex, long term additional support needs. Needs of learners are primarily associated with social and pragmatic communication needs associated with autism spectrum disorder.
Oaklands	Nursery, primary and secondary	Complex, long term additional support needs where learners require a significantly modified learning environment. Needs of learners are primarily associated with learning disability and significant visual/sensory, health and medical needs.
Pilrig Park	Secondary	Complex, long term additional support needs. Needs of learners are primarily associated with learning disability and autism spectrum disorder.
Prospect Bank	Primary	Complex, long term additional support needs. Needs of learners are primarily associated with learning disability and autism spectrum disorder.
Redhall	Primary	Complex, long term additional support needs. Needs of learners are primarily associated with learning disability and autism spectrum disorder.
Rowanfield	Primary	Complex, long term additional support needs. Needs of learners are primarily associated with social and emotional behavioural needs.
St Crispin's	Primary and secondary	Complex, long term additional support needs where learners require a significantly modified learning environment. Needs of learners are primarily associated with learning disability and autism spectrum disorder.
Woodlands	Secondary	Complex, long term additional support needs. Needs of learners are primarily associated with learning disability and autism spectrum disorder.

Appendix 3 – Establishments with special classes or provisions

Establishment name	Age of pupils	Additional information
Broughton Primary School – Special Class	Primary	Language and communication difficulties and autism spectrum disorder.
Craigtinny Primary School – Special Class	Primary	Language and communication difficulties and autism spectrum disorder.
Craigmount High School – Inclusion Resource	Secondary	Learning disability and autism spectrum disorder.
Drummond High School – Inclusion Resource	Secondary	Learning disability and autism spectrum disorder.
Leith Academy – Inclusion Resource	Secondary	Learning disability and autism spectrum disorder.
Murrayburn Primary – Special Class	Primary	Language and communication difficulties and autism spectrum disorder.
Royal Mile Primary School – Special Class	Primary	Language and communication difficulties and autism spectrum disorder.
Stenhouse Primary School – Special Class	Primary	Language and communication difficulties and autism spectrum disorder.
St Cuthbert's Primary School – Special Class	Primary	Language and communication difficulties and autism spectrum disorder.
St Thomas of Aquin's RC High School – Inclusion Resource	Secondary	Learning disability and autism spectrum disorder.

Appendix 4 – Teacher Booker guidance

Registering your account on Teacher Booker

You'll only receive an invite to Teacher Booker once you've been added to the Supply List by HR through the approved channels.

Joining Talent Pool means that schools who use the Pool can send you jobs directly.

If you've received an invitation to join a Talent Pool, click on the link and enter your details.

You'll be taken through a short setup wizard to get some basic information into your profile.

Follow the instructions, and once you're fully logged in, please complete your profile. Include your:

- Subject and year group preferences
- Address
- Profile picture (optional)
- Personal summary

This will enable schools and establishments who use the Talent Pool to send you relevant jobs.

Onboarding processes vary between Talent Pools. Instructions are given that are unique to each Talent Pool, if you're in doubt or need support, email support@teacherbooker.com and we'll be happy to help.

The administrator of your Talent Pool will review your profile and manage the vetting process before approving you for work. Your profile will then be visible to all schools using that Talent Pool.

Applying for a Supply Job

When you receive a job invitation via email you will be prompted to log in and respond to the invitation. When you log in you will find the job invitation under the 'Invited Jobs' section of your dashboard.

Being assigned a job is a two-step process:

1. You'll receive an invitation to Apply
2. Then if you are selected you will receive an Offer

Note: Where a job has a defined start date and time you must respond to Job Offers before the start date and time or else the job will expire.

You're not booked until you have 'Accepted an Offer' and this is displayed clearly on your dashboard as 'You Have Been Booked'.

Use the navigation buttons to navigate between the sections of your dashboard

- Offered jobs
- Invited jobs
- Accepted jobs
- Booked jobs

The job will appear in your invited jobs list as above. Click on '**Get Directions**' to open up Google Maps and see the route to the school.

To respond to the invitation, click 'View Details'.

When you select '**View Details**' you'll see the full details about the job and your options to 'Apply for' or 'Decline' the invitation.

When you **Apply** the job status bar will change to orange and a pop-up will confirm receipt of your application:

- If the school chooses to Offer you the job, you will receive a notification via email stating this and prompting you to log in and Accept or Decline the Offer.
- When you log in, click '**View Details**' on the job again and you'll see the status has changed to 'You have been offered the job' and the buttons are now 'Accept' or 'Decline'.
- You must Accept the Offer to be booked in, and for jobs with a defined start date/time this must happen before the start date/time or else the job will expire and you will not be booked.
- If you choose to Accept the Offer you will be asked to Confirm your choice:
- Note that others may have been offered the job and you are not booked until you see the 'You have been booked' status at the top of the job card.

If you've got a job on a particular day, you're automatically made unavailable for other jobs at the time of that job. However, if you're not able to work at any other time or you don't want to receive notifications of new jobs, you can easily manage your availability. When you're marked as unavailable, you won't be invited to any jobs.

Manage your availability

Let us know if you're not available for work, simply log in and click '**Availability**' in the left hand menu. You'll see a calendar. Here you're able to mark yourself as unavailable for the whole or part of a day, click and drag for multiple days of unavailability or pause your availability without setting dates by clicking the red button at the top of the screen.

To mark yourself as unavailable for the whole of a day click on the day and then click confirm in the pop up window. To mark yourself as unavailable for part of the day click on the date required. Then click on the 'Select hour range' checkbox in the pop up window. This will now give you the ability to enter the start and end time of your unavailability to the minute.

If this is a repeated pattern of unavailability, tick 'Repeat event' and enter the final date of your unavailability.

By marking yourself as unavailable on any given day or time will mean that you will not appear in search results for, and therefore cannot be invited to, any job that includes the time that you are unavailable.

A school can choose to send out a job with the dates to be determined. If this is the case and you fit the criteria you will be invited to the job even if you've marked yourself as unavailable. This is to ensure teachers get invited to jobs that otherwise may not have fit into their availability and the dates can be discussed at a later date.

Pause My Job Offers

If pausing your availability, you'll be asked to give a reason as to why you're not available. This helps your Talent Pool service provider to monitor availability across the platform and improve their service to you. To pause, select 'Pause my job offers'. Once you have paused, you will not appear in any searches made on the system whilst you are still paused.

To stop pausing your job offers, select 'Resume my job offers' which will then allow you to appear in subsequent job searches. You will not be automatically invited to historically posted jobs unless the school repeats their search after you have unpaused. As a result, we would recommend unpausing a few weeks in advance of when you are ready to resume working.

More information and support

Website address: <https://help.teacherbooker.com/en/>

Appendix 5 – Supply worker concern form

Supply worker details			
Forename	Surname	Position	Payroll Number
School or early years' setting name			
Dates worked in school or early years' setting			
Details			
Outline any concerns you have about the performance of the supply worker when working in your school or establishment			
Date of conversation between SLT and supply worker to discuss concerns			
Outline the discussion and provide details of the supply worker's response, and recommendations/actions agreed			
Declaration			
Head Teacher or manager's name			
Head Teacher or manager's signature			