

# Supply Teaching at Enmore C of E Primary School



Founded in 1810 by Rev. John Poole

Thank you for your recent enquiry into Supply Teaching at this school.

Enmore is a mainstream primary school achieving Academy status in September 2011. We have a commitment to inclusive education and strive to maintain a high quality teaching and learning environment for all children.

We place a high value on establishing close links between home and school so that we can effectively work together to achieve the best for each child.

Within this school pastoral care and the welfare of each child is considered to be of paramount importance. This conviction underlies the organization and approach in every classroom and in the school overall. It is one of the strengths of a small school that children can benefit from always being in the care of adults who know them well. Pastoral care and religious education reflect the Church of England foundation of the school. There are currently 145 pupils on roll.

## **Enmore C of E School Supply Register**

Teachers seeking supply work can be vetted by registering direct with the school.

### **What should you do next?**

You should now complete and return the following:

- Application form
- Equal opportunities form
- Medical clearance form
- Disclosure application form
- Original documentary evidence for disclosure application

Please also send any documentary evidence you hold to support relevant teaching or educational work outside local authorities.

### **Criminal Record Check via the Disclosure and Barring Service**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

Supply teaching work falls into this category and therefore requires a criminal background check.

If a job offer is made you will be asked to apply for a Disclosure Certificate from the Criminal Records Bureau. The certificate will contain details of all convictions held on the Police National Computer including current and 'spent' convictions as well as details of any cautions, reprimands or final warnings. It will also indicate whether information is held on government department lists held by the Department of Education (DfE) List 99, and the Department of Health, of those individuals who are barred from working with children.

The information provided on the certificate will be considered by the school to ensure that children remain adequately protected.

Enmore School wants to reassure candidates that a criminal record is not necessarily a bar to obtaining a position.

In addition you will be requested to complete a Disqualification by Association Declaration.

## **What will happen after this?**

Once you return this information the school will undertake the following:

- Obtain references
- Process medical and disclosure clearances
- Verify your qualifications and assess your salary (including contact with your last School/LA or verifying documentary evidence as necessary)
- Input your details onto our Supply Register database
- Issue you with a Supply Teacher Statement
- Record all supply hours worked for employment, salary and superannuation purposes
- Update any changes to details held by us on notification from yourselves

Please return all the required information to:

Mrs. S. Anderson, Business Manager,  
Enmore C of E Primary School, Enmore, Bridgwater, Somerset, TA5 2DX

## **How does the register work?**

It is therefore important that we keep our database up-to-date and we request that supply teachers notify us of any changes to their working situation - subject skills, working areas, relevant additional qualifications/experience and, most importantly, availability. **If you take on a temporary or fixed term contract, which affects your availability, please notify us so that your details can be amended.**

A supply teacher statement is proof that Enmore School has obtained the necessary pre-employment clearances to enable you to work in our school. It is also a record that your qualifications have been verified, that you are qualified to teach in maintained schools in England and Wales and that we have firmly assessed your salary. Information regarding your availability for work, your preferred working areas, subject skills are also given. It is vital that this information is kept current. By signing the STS you are confirming that the information we hold on you is correct and that we have complied with the Freedom of Information Act and Data Protection legislation by showing you what information we hold on you. Any amendments should be written on the STS and it should be returned to the school to be updated. A revised final version will then be sent to you. Not until you sign and return your STS will Enmore School make your details available for use as a supply teacher.

Each STS is valid for one academic year, and will expire on the 31st August each year, regardless of when you initially applied. A single copy is then issued annually to all current supply teachers in the autumn term. This is to be retained by you unless there are any corrections to be made.

## **When will I be paid?**

You will be paid through Enmore School's payroll bureau. You will be requested to complete a claim form for the hours that you work. Providing the form has been fully completed, the information is correct and signed, by the end of the month you will receive payment on the last working day of the following month.

## **Assessment of salary**

All supply teachers working for the School are assessed using the teachers' main pay spine (TMS) points 1-6. For those teachers who have successfully applied to go through the threshold, they will be paid on the Upper Pay Spine (UPS). If you applied to go through the threshold in another School please forward a copy of the letter of confirmation from the DfE. All supply teachers are paid on an hourly rate, which is calculated as the salary amount divided by the total annual hours worked by schoolteachers:

Annual salary ÷ 1265 (32.43 hrs per week x 39 weeks) = Hourly rate

## **Foreign qualifications**

If you gained a degree qualification outside the UK we will need a copy of your certificate so that we can contact NEOST (National Employers Organisation for School Teachers. This process can take

some time so early receipt by the school of proof of your qualification is advantageous.

For anyone gaining qualified teacher status in an EEA country (Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden and the UK) you will need to establish whether your qualification and experience entitle you to qualified teacher status for work in a maintained school in England and Wales.

For teachers gaining qualified teacher status in a non-EEA country you will need to contact the Teacher Training Agency on 0118 952 3966 who will be able to advise on the assessment based arrangements required in order to gain qualified teacher status for work in England and Wales.

### **Teachers' Pensions**

If you have previously worked as a full-time teacher, superannuation contributions will automatically have been taken from your earnings, unless you opted out of the scheme. For part-time and supply teachers you will be admitted to the Teachers' Pension Scheme unless you elect to opt out. Forms are available from Teachers' Pensions direct. [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

### **References**

For the purposes of your Supply Register application, we require at least one of your referees to be able to comment on your teaching abilities. Unless you are seeking your first appointment, you should give your present or most recent headteacher.

Referees will be contacted on the return of your application form and if no reference has been received within two weeks, the school will contact you to request an additional referee / or ask you to chase up your original named referee. If no reference is received after this, your Supply Teacher Statement will show - "Not received" next to the reference concerned and you will not be considered for supply teaching at this school.

### **What happens if I find contracted work?**

If you are successful in finding contracted teaching work, either full-time or part-time, on a permanent, temporary or fixed term basis, you should notify the school so that your availability details can be altered accordingly, particularly if you are working part-time and wish to continue with supply work.

Your details will be kept 'live' once you have applied to join the register, but will be terminated after twelve months if you have not undertaken any supply work for this school. If you subsequently wish to work for this school we will request completion of another application form, to confirm availability etc. We will also be required to obtain the necessary pre-employment clearances again.

### **Useful Telephone Numbers/E-mail**

Enmore C of E Primary School	01278 671370
Teachers' Pensions	01325 745745
Teacher Training Agency	0118 952 3966

Mrs. S. Anderson, Business Manager, Enmore C of E Primary School  
[Sanderson@educ.somerset.gov.uk](mailto:Sanderson@educ.somerset.gov.uk)