

# Perth & Kinross

## Local Agreements : Support for Returners to Teaching

[ April 1998 ]

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### **SUPPORT FOR RETURNERS TO TEACHING: SUPPLY, PART TIME AND HEAD TEACHER SUPPORT STAFF**

**Recommendations approved by the Education Committee on 1 April 1998**

1. All teachers returning to teaching and joining the supply pool will be interviewed by an appropriate member of the Education Department staff to review their previous experience, assess their skills and identify their development needs.' Other categories of supply staff will be interviewed by an appropriate senior officer.
- 2 The teacher will subsequently be directed to an appropriate professional colleague for more detailed professional support. This will normally be a member of staff at the school nearest to the teacher's home address and will be arranged with the Head Teacher by the Educational Development Officer.
- 3 This professional colleague will provide appropriate support for the teacher in conjunction with the Educational Development Officer as required.
- 4 All returners to teaching will be offered the opportunity of attending a short refresher course which will be held annually - two days in the week before the start of the autumn term and one day in the October holiday.
- 5 The Authority will investigate, in conjunction with appropriate higher education institutions, the establishment of an extended return to teaching course.
- 6 Teachers who leave the authority for a career break will be offered both a professional colleague with whom to keep in touch and the opportunity to keep themselves up-to-date via all the mechanisms previously indicated.
- 7 Similar arrangements will be made for other categories of supply staff.

### **SUPPLY STAFF (TEACHING AND SUPPORT STAFF)**

- 8 An annual updating day will be offered to all supply staff at different locations within the authority, probably in the summer term. .

9 Supply staff will be encouraged to attend PAT and Authority INSET days in their local school or a school where they have forged a strong relationship  
Teachers will be requested to take positive steps to include them in all appropriate activities.

10 Supply staff will be encouraged to participate in appropriate courses the Directory of Staff Development Opportunities and will be sent a Diary section annually at their home address.

11 Supply staff will be encouraged to make use of the professional and personal development materials held both in schools and in the central Curriculum Resources Centre.

12 Supply staff will attend any courses, PAT and INSET opportunities in their own time and at their own expense.

13 Supply staff will be offered the opportunity of a regular direct mailing service of appropriate information direct to their homes in exchange for an annual payment.

14 Annually, Educational Development Officers, in conjunction with the Staffing Section, will review the performance and deployment of supply staff, taking into account the views of the receiving schools. Individual development needs will then be addressed on an ongoing basis. An appropriate review mechanism will be established for school use.

#### **PART TIME STAFF (INCLUDING HEAD TEACHER SUPPORT AND OTHER SUPPORT STAFF)**

15 Subject to the agreement of the Head Teacher, part time staff will have the opportunity to attend the annual updating day for supply staff. Any costs may be met from the school's devolved budget

16 They will be entitled to attend Authority INSET days in their school and will be paid accordingly by the Authority if necessary.

17 Part time staff will be encouraged to attend PAT and to participate in appropriate staff development courses as outlined in the Directory of Staff Development Opportunities. Any costs will require to be met from schools' devolved budgets.

18 Part time staff will be encouraged to make use of the professional and personal development materials held both in schools and in the central Curriculum Resources Centre.

19 Part time staff will be offered the opportunity of a regular direct mailing service of appropriate information direct to their homes in exchange for an annual payment.