
Lancashire Teaching Agency (LTA) Candidate Newsletter – Summer 2026



Lancashire Teaching Agency would like to thank all of our supply staff for their contribution during this academic year. We look forward to working with you again in the next.

Availability – Keep in touch over Summer

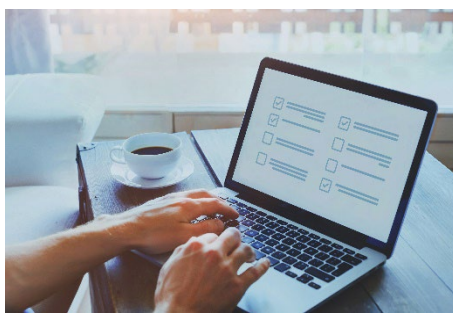
We are still receiving requests for jobs from schools for September and this will continue up until the end of the Summer holidays. To ensure your records are kept up to date, the following tasks need to be completed for placements starting in September 2026:

1. Send an updated CV in the exact LTA model CV format to Lancashire.teaching@reed.com
2. Upload a recent photograph to your JoinedUp record

3. Update your online Training Needs Analysis (TNA) questionnaire, which will be emailed to you over the Summer
4. Update your DBS clearance – your LTA Consultant will contact you if this is required
5. If your Safeguarding has expired or due to expire, you must ensure this is renewed and kept up to date. Please email stacey.winder@reed.com, for the dates available for the Free LCC Safeguarding course (more information below)

You will find a copy of our model CV format for both teachers and support staff [model Teacher CV](#) / [model Support Staff CV](#) which show 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.



Candidate consultation feedback questionnaire

As a valued member of supply staff, Lancashire County Council is keen to hear your views about working for LTA and other supply agencies. A short questionnaire has been put together, which should not take too long for you to complete. You may have already received a link to the questionnaire, but if not, it can be found here:

[Supply Teacher and Support Staff Questionnaire](#)

Your feedback will help to inform the service for the future, identifying LTA strengths and areas for improvement. The questionnaire will be open until the October half-term, and we will share the overall feedback received.



Refer a friend Scheme

LTA and Reed are always on the lookout for talented candidates. If you know someone currently looking for work in the education sector, register to our referral programme and earn up to **£350** for successful teacher referrals and **£250** for successful support staff referrals. Complete the short form below and we will email you the next easy steps. Please take a moment to familiarise yourself with the [Education referral programme form and rules](#).



Compulsory Induction and Safeguarding Basic Awareness

We require all supply workers to attend [Induction/Level 1 Safeguarding sessions](#) every 3 years to ensure LTA staff working in schools fully understand their responsibilities regarding child protection and are fully aware of the requirements and expectations that are set out in Keeping Children Safe in Education. The courses are delivered online in the evenings and on Saturdays across the academic year. The courses are informative and engaging and delegates always provide very positive feedback.

Benedict's Law

Benedict's Law is new legislation coming into force on 1 September 2026 that requires schools to have allergy safety measures in place. The Law was named after Benedict Blythe, who died from an allergic reaction in school. The new legislation includes the requirement for schools to have whole-school allergy policies in place, provide training for all staff and hold spare in-date adrenaline auto-injectors ('epi-pens') for use in emergencies, which can be used for any child or adult experiencing anaphylaxis.

As a result of the new legislation, all LTA supply staff will be required to undergo appropriate training. The LTA office will be in touch with supply staff regarding the training over the Summer holidays.

Training Needs Analysis (TNA) questionnaire

LTA is keen to ensure that we develop our supply workers and ensure that they continue to receive quality continuing professional development and we want to make sure that training and development needs are met. We want to give our supply staff the opportunity to increase their skills and knowledge, but acknowledge that the supply staff registered with LTA will have different requirements in relation to both their own Professional and Career Development.

On registration, all of our supply workers are asked to complete the TNA questionnaire, the results of which enable us to develop the CPD programme. Your feedback has been important to us in this regard and previously we have revised the training provision to meet candidate preferred delivery and timings of courses.

In order for us to address professional development needs we require the questionnaire on the link below to be completed annually:

[Training Needs Analysis Questionnaire](#)

Free Continuing Professional Development (CPD)

Registered LTA supply staff can 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/>.

We aim to provide a broad range of good quality CPD for LTA supply staff and we continue to monitor needs and requirements in order to support across all subject areas. Wherever possible, LTA courses are run as twilight sessions and repeated in various locations around the Lancashire. These timings have been chosen to accommodate the work patterns of supply staff. Further courses will also be added to the website to meet demand and respond to your needs.

In addition to Primary subject-specific courses, there are courses on behaviour management and Early Years. If you are interested in working in a Special School setting, there are courses within the 'Special Educational Needs' course category. For secondary phase LTA supply staff, there are courses within the Secondary programme.

Please note: If you have expressed an interest in and been offered a place on a course and for any reason you cannot attend, please ensure that you contact our office via email: lpds@lancashire.gov.uk or telephone on 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.



Teachers Pension Scheme

The latest TPS Members Newsletter is available via the member resources on the Teachers' Pension website link available [HERE](#)

If you are a member of the Teachers' Pension Scheme, you need to register for [My Pension Online](#) in order to keep up to date with your pension and your Benefit Statement. Once registered, you will also receive important updates from TPS, including those that may affect your pension. To register, you need:

- Your Teachers' Pensions reference number (also known as your DfE number)
- Your National Insurance number
- Your email address - we recommend a personal email address

Once you register you will have access to:

- Update your details anytime online
- View your Benefit Statement – this is the only place you can view this
- Nominate beneficiaries
- Complete important forms and documents
- Use online calculators to explore your benefits
- Find out more about the other benefits available to you.



School term and holiday dates 2026-27

Autumn Term 2026

Starts: Tuesday 1 September 2026

Half term: Monday 26 October- Friday 30 October 2026

Ends: Friday 18 December 2026

Spring Term 2027

Starts: Monday 4 January 2027

Half term: Monday 15 February - Friday 19 February 2027

Ends: Thursday 25 March 2027

Summer Term 2027

Starts: Monday 12 April 2027

May Day: Monday 3 May 2027

Half term: Monday 31 May - Friday 4 June 2027

Ends: Wednesday 21 July 2027

Contact us



Contact the LTA Offices now on:

Preston Primary: 01772 200845

Lancaster Primary: 01524 843347

Secondary/SEN Team: 01772 567302

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