

Annual LTA Re-Registration

All teachers and support staff who wish to continue working for the LTA from September 2021 will be expected to re-apply for work with us during July and August. In order to be considered for re-registration the following tasks need to be completed:

1. Please send an updated CV in the exact LTA model CV format to Lancashire.teaching@reed.com
2. Update your online training needs analysis questionnaire (TNA) to be emailed over the Summer to you.
3. Update your DBS clearance – your LTA consultant will contact you if this is required.
4. If you have not already, please ensure you have completed the Coronavirus Consent Form and the COVID-19 eLearn. These will have been emailed to you previously, but if you do require the form or link resending, please email Lancashire.teaching@reed.com
5. If your Safeguarding has expired or is due to expire, we must ensure this is kept up to date, please email Lancashire.teaching@reed.com for the next available dates available for the FREE LCC Safeguarding course (More information on Page 3).

Should any of the above tasks not be completed by 31st August, you will not be clear to work for the LTA until at least November! You will find a copy of our model CV format for both teachers and support staff under registration forms on the Resources section of the Lancashire Teaching Agency website <https://clickweb.lancashire.gov.uk/?siteid=3504&pageid=10031&e=e> 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.

The CVs are anonymised for promoting candidates on the 'Browse the Perfect Candidate' section on the Schools' Portal for Lancashire schools to view. Different CVs will be posted regularly, ranging from Foundation Stage Teachers to Teachers of Secondary Mathematics, and support staff roles. To ease your browsing experience candidates have been allocated into the phase and geographical areas of Lancashire in which they work e.g. North, South, East and Secondary.

The search facility allows you to search for a candidate in a specific subject (or area) if you can press Ctrl and F on your keyboard to bring up a search bar. When you type into this search bar all relevant results will be highlighted.

As we approach the end of this very unusual school year, we would like to thank you for your support of the LTA during this difficult time.

LTA took its responsibilities in respect of staff returning to schools very seriously and applied the [Reed Temporary Employee Re-entry Plan](#) to LTA staff.

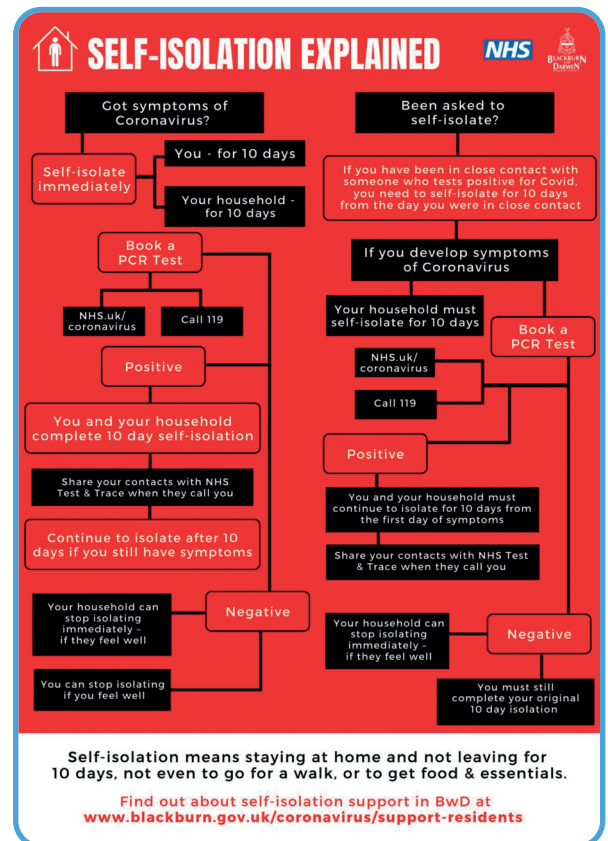
To help you stay safe working with schools we have created a COVID eLearn that will provide information and advice regarding the virus. Schools have asked that our workers need to have completed the eLearn so can we please ask that you read the information and complete the short test. You will receive a separate email inviting you to complete the eLearn from Reed Training Professionals. Logging in to complete the module should be straightforward. If you are completing this on a tablet/mobile phone, it is easier to complete via the [Talent LMS app](#). If you have any issues logging into the system, or do not receive the link to complete, please contact Lancashire.teaching@reed.com. LTA will be automatically notified once you have completed the test.

LTA require that you complete the Coronavirus Consent Form that confirms your commitment to informing us should you start to develop any symptoms or test positive for the virus. Please complete and return via email to Lancashire.teaching@reed.com

All Lancashire schools have undertaken the significant task of completing site-specific Covid-19 risk assessments which create a safer environment for pupils and staff and make our schools Covid Secure.

To keep yourself and others safe in the workplace please continue with the following advice:

1. Follow government guidance in relation to social distancing and hygiene (i.e. regular hand-washing, coughing/sneezing into a tissue or your inner elbow, clean/disinfect regularly touched surfaces);
2. Do not attend any workplace if you are suffering from the symptoms of Coronavirus (i.e. a new continuous cough, a high temperature or a loss/change in your sense of taste or smell), and ensure that you follow government advice with regard to self-isolation if you or a member of your household exhibits these symptoms;
3. Ensure that you follow all school policies and procedures with regard to Covid-19 and health and safety;
4. Comply with any requirement to be tested for Coronavirus and/or self-isolate via the Track and Trace process.



Self-isolation is vital in bringing down infection rates and protecting those around us. Whether you have tested positive for Covid-19 yourself, been in close contact with someone who has or have arrived home from a foreign country and are required to self-isolate, here's a reminder of the guidance.

<https://www.blackburn.gov.uk/sites/default/files/media/pdfs/A4-self-isolation-explained-f-lowchart.pdf>

JoinedUp Guide

Lancashire Teaching Agency are delighted to publish the new **Reed Education JoinedUp Client guide** <https://clickweb.lancashire.gov.uk/?siteid=3504&pageid=10031&e> and video for the bespoke education recruitment system to enhance and improve recruitment processes offered to Lancashire schools.

This system makes booking and managing temporary teaching staff quicker and easier for you. This is in addition to the two offices in Lancashire with highly trained consultants to match school requirements, accessible 24 hours a day, with the network of Reed offices nationally.

JoinedUp provides schools with an operational calendar to track all temporary staff bookings. Within each booking you can learn more about the education professional assigned, their skills, experience and compliance certificates. You can view this information on a daily, weekly and monthly basis, making it a useful tool for Ofsted and your central register obligations.

Using JoinedUp means you no longer waste time chasing information or worrying about the suitability of staff. Instead, the whole process is combined into a simple, transparent and real-time system, available at your fingertips with additional communication ability, management and reporting functionality.

Communication Ability

JoinedUp allows you to send booking requests, make amendments, query timesheets, enquire about a specific candidate's availability, and be kept up to date with a live diary and rota. The platform also has a simple, secure and transparent messaging functionality, so that all parties are kept fully up-to-date – which is essential in the fast-moving world of education to manage your daily and long-term requirements.

Reporting Functionality

JoinedUp gives schools access to reporting, consolidation of data and budget management. Through the new system, we've created a quick, accurate and effective timesheet process, all authorised by a single-click. Run reports on all your bookings – past, present and future – to view detailed management information, giving a clear picture of your usage and spending.

Threshold

Teachers on M6 or the Upper pay spine wishing to be considered for pay progression have always had to show that they have had two successful successive appraisals in order to be recommended for LCC Pay Panel verification.

To be eligible for consideration for Threshold a supply teacher would need to draw upon the last two years of teaching experience (and meet the LTA employment criteria of 26 weeks per school year etc.). Any Threshold consideration can stand alone but is important that it is discussed at a Teacher's Appraisal meeting with their reviewer (LTA and/or school) before 31st October 2021.

As a supply teacher, you will need to provide evidence that you are meeting the 10 Post Threshold standards as well as continuing to meet the Teacher Standards. This evidence would mostly be included within the Performance Management / Teacher Appraisal review statements.

LTA find it helpful for teachers to provide summarised evidence in the form of concrete examples from your day-to-day work, in support of a threshold application. This evidence should be as recent as possible and clearly demonstrate that you have broadened and deepened your experience in order to be fulfilling the post threshold standards. The evidence of teaching should be taken from all educational settings where you have taught children of school age.

The LTA will be continuing to contact teachers that have completed 26 weeks by July 2021. If you consider you are eligible, are interested and have not been contacted regarding threshold and UPS progression, please inform claire.hilton@lancashire.gov.uk

Early career framework (ECF) reforms

From September 2021, statutory induction for new teachers will change as part of the ECF reforms. All early career teachers (ECT) in England undergoing statutory induction will be entitled to 2 years of high-quality professional development support based on the ECF.

The reforms are part of the government's **teacher recruitment and retention strategy**, which aims to improve the training and development opportunities available to teachers.

The **early career framework** is the evidence base which underpins this new entitlement for early career teachers' professional development. It sets out what all early career teachers should learn about, and learn how to do, during the first 2 years of their careers.

If you are an ECT and you have any specific training needs within your first two years of teaching we may, in some cases, be able to offer guidance and support **Lancashire Professional Development Service** <https://lpds.lancashire.gov.uk/>

Please contact Nigel Kirkham – Nigel.Kirkham@lancashire.gov.uk should you wish to discuss.



Timesheet reminder

Our expectation of all LTA staff is that you input your own hours onto the JoinedUp system daily. The school do not have the facility to do this as the system is designed to give you the candidate control. Your co-operation on this is vital to ensure that you are paid correctly.

If you are booked directly by a school it is imperative that you let us know so a timesheet record can be created for you.

If you have not used the system you will need to call your local LTA branch to obtain your login details

Teacher Appraisal

Teacher Appraisal is available to all LTA teachers who currently satisfy the minimum requirements:

- Must be post induction.
- Must have worked 26 weeks as a teacher for the LTA in the last year.

This is an entirely optional activity and there is a responsibility on the part of the teacher to collect any evidence that may support their review including a lesson observation. Pay progression is not an automatic result of teacher appraisal. At the review a recommendation might be made for pay progression if you fulfil the required criteria in the School Teachers' Pay and Conditions document 2020 and Lancashire Model Pay Policy 2020/21.

The LTA will be continuing to contact teachers that have completed 26 weeks by July 2021. If you consider you are eligible, are interested, and have not been contacted regarding teacher appraisal, please inform claire.hilton@lancashire.gov.uk



LTA Recruitment – School Candidate Referrals

Candidate referrals is our best source of finding some of our best candidates working for LTA. These referrals come from both our current staff and the schools we work with.

- Do you know someone who is still looking for a new role?
- Have you had someone in school on placement, who you would recommend?
- Part time staff, looking for more hours?

Please feel free to pass on the contact details of someone you would happily recommend.

Teachers' Pension Scheme (TPS)

The latest TPS Members Newsletter is available via the member resources on the Teachers' Pension website link available

<https://www.teacherspensions.co.uk/members/resources/members-newsletter.aspx>

If you are a member of the Teachers' Pension Scheme it's really important to keep up to date with your pension and in particular your Benefit Statement. Over 600,000 members have a secure online portal account known as My Pension Online and know that it's the best way to manage their pension. Once you register you'll 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

By registering it also means that Teachers' Pensions can contact you directly with important updates and changes that may affect your pension.

All you need to register is:

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

Register for **My Pension Online**

<https://teacherspensions.us4.list-manage.com/track/click?u=9a6ea4bd7b7884688e77792cc&id=e7eea95ce9&e=3e13ce2c6a>

School Term and Holiday Dates 2021/22

Autumn Term 2021

Starts: Wednesday 1 September 2021

Half Term: Monday 25 October - Friday 29 October 2021

Ends: Friday 17 December 2021

Spring Term 2022

Starts: Tuesday 4 January 2022

Half Term: Monday 14 February - Friday 18 February 2022

Ends: Friday 1 April 2022

Summer Term 2022

Starts: Tuesday 19 April 2022

May day: Monday 2 May 2022

Half Term: Monday 30 May - Friday 3 June 2022

Ends: Friday 22 July 2022

Total number of openings - 194

*Please note that the number of openings has been amended to include the additional holiday awarded in recognition of Her Majesty the Queen's Platinum Jubilee celebrations.

Compulsory Induction and Safeguarding Basic Awareness – Level 1

This online course will include a short induction briefing followed by a Safeguarding Basic Awareness session.

Induction: This briefing will include a general introduction to working in Lancashire; An overview of the wide range of Professional Development opportunities that are available to LTA staff, eligibility and how to apply; Information on Lancashire resources that have been made available to LTA staff and access details; E-safety awareness and Updates as relevant.

Safeguarding – Level 1: As far as schools and staff are concerned, safeguarding and promoting the welfare of children has never had a higher profile. 'Safeguarding' is now a limiting judgement for Ofsted and it is a statutory requirement for all staff in schools to update their safeguarding training every three years.

It is imperative that all staff in schools are clear about their role and responsibilities in respect of safeguarding and promoting the welfare of pupils. Moreover, it is essential that they have a clear understanding of the broader safeguarding agenda, how it relates to and differs from 'child protection', who does what and when, what to look for etc.

The safeguarding training on offer is Level 1 Basic Awareness training. The learning outcomes for attendees are as follows:

- Understand 'safeguarding' and 'child protection'
- Clarify roles and responsibilities in school
- Implications for supply staff
- Identify possible signs and symptoms of abuse
- Consider possible barriers and pitfalls identified by research
- Explore guidance for safer working practice

Certificates of attendance for Induction & Safeguarding will be sent via email to all attendees along with online links to support materials & resources.

To access the session, a login and password will be sent to each participant with additional guidance and support for logging in. Meeting will take place online. Joining information will be emailed to delegates beforehand.

All newly registered LTA teachers and support staff and all LTA staff who have not had Safeguarding Training for 3 years MUST attend this course.

The induction training for all LTA teachers and support staff is well established and is organised and run by Lancashire Professional Development Service. The aim of the training is to provide an overview and update on current issues and practice as well as an induction into Safeguarding and ICT. Future available dates are available on-line at https://lccsecure.lancashire.gov.uk/lpds/course_details.asp?course=LTA109&suffix=u&year=2020/2021 or please contact Lancashire.teaching@reed.com

Training Needs Analysis Questionnaire

On registration and re-registration teachers and support staff will need to complete the TNA questionnaire which provides us with the training requirements for the CPD programme. If a specific training requirement is indicated on the questionnaire responses which is not part of the LTA Course Programme teachers and support staff may be contacted independently to meet this provision through alternative CPD. We have taken on board previously received comments and revised the training provision to meet your preferred timings of courses. Please follow the link below:

<http://www3.lancashire.gov.uk/corporate/web/?siteid=3504&pageid=10032&e=e>

LTA Course Programme 2021-2022

In Autumn Term 2019 and Spring Term 2020 there were 580 LTA bookings for Induction/ Safeguarding courses, 677 delegates attended 19 LTA courses, 91 delegates attended LTA courses and 36 delegates attended courses from the Lancashire Main programme via special arrangement for NQTs, Secondary and SEND delegates.

There was an increase in the number of LTA teachers and support staff that have received CPD and the breadth of provision has broadened to cover more diverse training needs. The number of delegates that have received training via the LPDS main courses programme has increased significantly and this is due to course places being available from the SEND programme and a smart approach to offering LTA teachers and support staff, especially NQTs, places on course that fulfil their individual training requirements and assist with their career development as well as improving learning in Lancashire schools.

Registered LTA members can now 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/> LTA members who are looking to work in Special Needs settings can book places on courses within the SEND course category.

For secondary phase LTA members your allowance can include any courses with the Secondary programme.

For any other courses, outside of the above allocated programmes, candidates can choose to self-fund.

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.

Our aim is to provide a broad range of good quality CPD for LTA members and we will continue to monitor needs and requirements in order to give support across all subject areas.

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

Further courses will also be added to the website to meet demand and respond to your needs.



Applying for a Test and Trace Support Payment

If you have to self-isolate, you might be able to get a payment of £500 if you're on a low income and meet all these conditions:

- You are employed or self-employed
- you, or a child you're the parent or guardian of, have been told to self-isolate due to coronavirus (Covid-19)
- you cannot work from home and will lose income by self-isolating or To find out more and see if you are eligible, visit

<https://www.gov.uk/test-and-trace-support-payment?priority-taxo n=774cee22-d896-44c1-a611-e3109cce8eae>

CPD revisions from September 2021

Despite the pandemic the 2020/21 CPD programme has continued to offer LTA members access to high quality training via a broad range of courses despite national lockdown restrictions on face to face training.

Induction/Level 1 Safeguarding sessions (mandatory every 3 years) which are now delivered online via Zoom ensure LTA staff working with schools fully understand their responsibilities regarding child safety and are fully aware of the requirements and expectations that are set out in Keeping Children Safe in Education.

The feedback from delegates who have attended the online sessions has been very positive with many people commenting that due to the nature of the work of supply staff and irregular work patterns, being able to receive the training at home and not having to travel to venues is really helpful in managing time and work/life balance. We will continue to monitor this throughout the next academic year to ensure LTA members are in favour of this type of delivery.

Comment via email from a delegate who attended an Induction/ Safeguarding session in May 2021:

"You both managed to create, in an experience that could have felt very cold and distanced, a warm and human experience. Thank you."

Due to an increase in demand to attend courses from the Lancashire Professional Development Service and associated teams, LTA delegates now have full access to any suitable CPD courses that are advertised on the LPDS main programme. There is a broad and varied range of courses covering all curriculum areas and topics. All course titles can be accessed by the link <https://lccsecure.lancashire.gov.uk/lpds/courses.asp?subject=LTA>

Frequent User Membership (FUM) Scheme

The LTA Frequent User Membership (FUM) Scheme is designed to provide discounts for schools' recruitment services. By paying an annual subscription, schools can make savings on short term teacher and support staff bookings as well as make savings on contract introductions.

Temporary bookings

On payment of the annual subscription fee below, FUM schools save £7 per day on LTA Standard Daily Charge rates for Teachers, Teaching Assistants and all whole school recruitment roles.

FUM Fees for 2021 / 2022

Membership Type	Annual Fee	Perm Fee	TTP Fee
Primary school/Nursery less than 100 on roll	£175	£900	£600
Primary school more than 100 on roll	£250	£900	£600
Secondary school less than 600 on roll	£475	£900	£600
Secondary school more than 600 on roll	£550	£900	£600
Special schools	£300	£900	£600
Non-Members	No charge	£1,800	£1,200

Contract Fees

A Frequent User Member School that moves an LTA candidate onto a contract within the first term of a long term placement, benefits from at least a 50% reduction on our standard contract fees. The transfer to contract fee is calculated at the time the LTA is informed by the school that the candidate is to be moved to contract.

All Schools, whether Frequent User or Standard User, can move any candidate who is working on a long term assignment, onto contract after completing 65 days (1 term) FREE of charge.

Benefits for the 'Frequent Use Membership' run strictly from 1st September to 31st August, e.g. if you sign up in December 2021 your membership will only apply for the period to end August 2022. A school can join at any time but the reduced service fee will only be applied to any placement from the date the membership form is received.