**Supply teachers in Southampton**

“Supply” teachers are employed, usually at short notice, to cover for absent teachers in school.

**Directly employed supply cover**

If directly employed via the school the school must ensure that all relevant pre-employment checks have been carried out before engaging them. This includes:

* checking that references are taken up and deemed satisfactory,
* a medical questionnaire has been completed and cleared via Occupational Health, A valid enhanced DBS disclosure has been received. DBS disclosure’s obtained by this local authority that are no more than 6 months old can be treated as portable within Southampton schools (Hampshire County Council checks are not included). If however, there has been a gap in supply work with SCC of 3 months, a new enhanced DBS disclosure is required. For the person to work in the school prior to the DBS being returned the teacher must not be left unsupervised and HR/Pay must be contacted via [hr.pay@southampton.gov.uk](mailto:hr.pay@southampton.gov.uk) for a List 99 check now known as Section 142 of the Education Act 2002 (checks are undertaken by your HR provider) to be carried out in the interim.

Supply teachers are normally paid on submission of a monthly claim form and do not have an ongoing contractual relationship with the school(s) in which they work.

Short absences for training or sickness can be covered by supply teachers on a claims basis. Periods of employment which are likely to last a term or longer should normally be covered by a teacher on a fixed-term contract.

**Payment of Supply Teachers**

Supply teachers are responsible for completing their own claim forms which are submitted directly to their HR Provider by the payroll deadline each month. The claim forms are available via your payroll provider.

The headteacher or Business Manager at each school where the teacher has worked should certify the form by signing against each day worked.

**Sickness Absence and Accidents at Work**

If supply cover is required on a long term basis (a term or more) it is recommended that a fixed term contract is issued to the teacher. The teacher will then be eligible for sick pay should this be necessary.

Where a teacher has been working continuously for a long period of time on a supply basis, there may be an entitlement to statutory sick pay. Headteachers are advised to seek advice from their payroll provider in such circumstances, particularly where the absence is as a result of an accident at work.

**Supply teaching agencies**

There are a number of private employment agencies who offer a supply teaching service to schools. These agencies have no relationship with the Local Authority. They are responsible for ensuring that the necessary employment checks have been carried out for all teachers whom they employ, and the teachers are paid by the agency. The school will be invoiced by the agency. Schools are advised to check the insurance position of agency employees before engaging them to work in school and ensure that the agency has carried out all relevant checks including DBS as part of their terms of engagement with that employee and have this confirmed in writing.

There are agencies you can use from Southampton City Council’s Preferred Supplier List. These agencies will supply workers of suitable skills and experience,

with relevant pre-employment checks, in a timely manner. The agencies on the list are:

**Capita Education Resourcing** – 02380 917884

**Mark Education** – 02380 635800

**Staff 4 Schools** – 01276 674153

**Oasis Recruitment Group** – 02380 235555

**Temporary Employment Agency (TEA) –** 02380 832392