



## COMPLETING INDUCTION AS A SUPPLY TEACHER- FAQ SHEET

### • Can Induction be done through periods of employment as a supply teacher?

Yes, if the period of employment is for at least one term, and the Headteacher has agreed that the period of employment can count towards Induction in advance or within two weeks of the start of the period of employment.

### • Is it possible to do complete my Induction through short-term supply teaching?

No, a period of supply teaching of less than one term does not count towards your Induction period. The purpose of the Induction period is to support and assess your professional development against the End of Induction Standard (Annex A) and the Standards for the Award of QTS. Periods of teaching that are for less than one term do not provide you with an adequate opportunity to benefit from the support that Induction provides and to demonstrate your competence and progression in the classroom.

Two consecutive half terms (disregarding school holidays) can also count as one term for the purposes of Induction.

Unless you are employed for two consecutive half terms (disregarding school holidays), which can count as one term for the purposes of Induction.

### • How long can I work as a short-term supply teacher?

Prior to completing your Induction period, you can undertake short-term supply teaching, i.e. teaching posts lasting for less than one term, for **four terms only**. The four term limit starts as soon as you start your first short-term supply placement. The four terms are measured as a fixed calendar period and not as an aggregation of your short-term supply work. Once you take up your first short-term supply post the 'clock starts ticking' and does not stop during periods when you are not undertaking such supply work. Once you have completed your Induction period successfully there is no restriction on the amount of short-term supply teaching that you can undertake.

### • What happens if I reach the four-term limit on short-term supply teaching?

If you reach the four-term limit on supply teaching and have not completed your Induction period successfully, then you will have to apply to your Appropriate Body for an extension if you wish to continue working as a short-term supply teacher.

Your Appropriate Body can authorise you to continue supply teaching for a **maximum of twelve months** after you have reached the four-term limit on short-term supply teaching. Each Appropriate Body is responsible for determining the criteria that they will use when authorising such extensions.

### • In what types of circumstances might an authorisation be granted?

Appropriate Bodies are responsible for determining the types of circumstances that they will consider when authorising extensions to the four-term limit on supply teaching. You should, therefore, contact your Induction Co-ordinator for further information.

• **How do I apply for an extension?** If you reach the four-term limit on short term supply teaching and wish to apply for an extension to enable you to continue working as a supply teacher you should contact the Induction Coordinator within your Appropriate Body to discuss your application.

• **Following my application, how will I know if I have been awarded an extension?**

Your Appropriate Body should confirm in writing its decision on whether to extend your entitlement to short-term supply. Where your Appropriate Body agrees to extend any entitlement it should state the length of the extension awarded.

• **If I am awarded an extension when will it start?**

An extension to continue working as a short-term supply teacher will start on the date that you are first employed following the Appropriate Body's authorisation that you can continue working as a short-term supply teacher.

*e.g. an NQT is first employed as a supply teacher on 15th September 2004. The four-term limit on supply teaching would, therefore, start on 15th September 2004 and end a year and a term after that date i.e. 14th January 2006. If the NQT has not completed their Induction period by 14th January 2006 and wishes to continue working as a short-term supply teacher they would have to apply to their Appropriate Body for an extension. (The maximum length of extension would be for twelve months starting on the date that the NQT is first employed following the award of the extension). In this example, the NQT is awarded an extension of twelve months and is employed on a short-term supply contract from 19th January 2006. The NQT's extension will, therefore, start on 19th January 2006 and end on 18th January 2007.*

• **If I am not awarded an extension, can I appeal?**

No. If your Appropriate Body does not award you with an extension to enable you to continue working as a short-term supply teacher then there is no formal mechanism for appeal.

If you are unhappy with the decision then this is an issue for you to resolve with your Appropriate Body. It is important to remember that if one Appropriate Body rejects your application for an extension, then this does not mean that other Appropriate Bodies will reach the same view. If you choose to apply to more than one Appropriate Body requesting an extension, you should ensure that you include full details of all other applications (including those which are outstanding or have been rejected).

• **What do I do if I am working as a supply teacher in more than one Appropriate Body and need to apply for an extension?**

If you wish to continue supply teaching in more than one LEA then you will have to apply to each Appropriate Body separately to obtain authorisation to continue short-term supply teaching. It is essential that you include the details of each Appropriate Body that you are applying to for an extension in all of your applications. In such cases, the maximum length of extension that can be awarded will be twelve months from the date that you start your first short term supply post following an Appropriate Body's authorisation that you can continue working as a supply teacher.

**An Appropriate Body can, if they choose to, recognise an extension awarded by another Appropriate Body.** In such cases the Appropriate Body will have to satisfy themselves that they are in full agreement with the decision reached and that they are content to recognise the decision in their authority. If an Appropriate Body chooses to take this course of action, they should obtain details of the application and extension awarded in order to ensure that they are content with your reasons for applying for an extension. If the Appropriate Body is happy to recognise the extension awarded to you, then they should write to you to acknowledge that the extension also applies in their authority. In such cases you will not be required to complete a full application for an extension, but should discuss the exact procedure with each Appropriate Body that you wish your extension to apply in.

• **What happens if my short-term supply placement becomes a long-term placement?**

If your short-term supply placement becomes a long-term placement then your Induction period cannot be assessed retrospectively. In cases where you are covering an indefinite period and are employed on a series of short-term supply contracts then your school is under no obligation to offer you an Induction period. **It is only when you are guaranteed employment for a full term or more that your school must provide Induction.** The Welsh Assembly Government encourages schools that know they have a vacancy for a full term to employ a supply teacher for that full term so that they are able to provide him or her with Induction.

It is important to point out that a Headteacher can agree to a supply teacher's employment counting towards Induction up to **two weeks after they start a teaching post**. This allows Headteachers flexibility when employing an NQT whose period of employment is, initially, uncertain.

**• Are there any periods of time that can be disregarded when calculating the limit on short-term supply teaching?**

Any periods of statutory ordinary maternity, paternity, ordinary adoption or parental leave must be disregarded when calculating the limit on short-term supply teaching. This applies to NQTs during the four-term limit on short-term supply teaching and to any NQTs who reach this four-term limit and are awarded an extension by their Appropriate Body. Only periods of ordinary maternity, paternity, ordinary adoption or parental leave can be disregarded when calculating the limit on short-term supply teaching. Any other periods of absence (e.g. sick leave) cannot be disregarded.

**• What happens if I start my Induction period during the limit on short-term supply teaching?**

Periods of teaching that count towards your Induction period (i.e. periods of teaching that are for at least one term or two consecutive half terms (disregarding school holidays)) **are not disregarded** when calculating the limit on short-term supply teaching. It is only when you have completed your Induction period successfully that the restriction on short-term supply teaching is lifted.

**• Can I continue short-term supply teaching if I'm completing my Induction period on a part-time basis?**

Once the four term limit on short-term supply teaching has expired, then if you are working part-time towards your Induction you can work as a supply teacher for the **entire length** of your Induction period without restriction. In such circumstances, you would not be required to apply to the Appropriate Body for an extension when you reach the four-term limit on supply teaching. If, however, your part-time contract ends before you have completed your Induction period, then the provisions on extending the limit on short-term supply teaching will apply to you.

**• What will happen if I reach the limit on supply teaching and haven't completed my Induction period?**

If you reach the limit on short-term supply teaching (including the award of any extension) before you have completed your Induction period, you cannot continue to work as a short-term supply teacher in maintained schools or non-maintained special schools in Wales until you have completed your Induction period successfully (unless you are working part-time towards Induction as explained in the paragraph above). You will, therefore, have to find a post that enables you to undertake your Induction or teach in an institution where Induction is not a statutory requirement. You cannot be employed by a school as an unqualified teacher as you have QTS and remain fully qualified.

**It is important to point out that any NQTs who reach the limit on supply teaching will not lose their QTS.**