



June 2016

## **SAMUEL WARD ACADEMY TRUST SUPPLY REGISTER INFORMATION FOR APPLICANTS**

### **INTRODUCTION**

The Samuel Ward Academy Trust is a partnership of schools located on the Suffolk, Essex, Cambridgeshire borders. Our model is about creating inter-dependence between our schools, while each retains its own individual identity and character. All our schools however, subscribe to a set of shared values, principles and operational processes that ensure quality education for all our young people.

Our central belief is that every young life is special; open to possibility, gifted with the potential to change the world for the better but also bound by the limits of their own circumstances. Our ambition is to unlock the potential of all children, remove the barriers to aspiration and ensure that all our children succeed.

### **WHAT IS THE SAMUEL WARD ACADEMY TRUST SUPPLY REGISTER?**

The Samuel Ward Academy Trust (“the Trust”) Supply Register is a database that is managed centrally and made available to all (but only) the Trust’s schools. You will be provided with a copy of your information held on the database at any time upon request, but it is not possible for you to view the whole database.

### **WHO CAN BE REGISTERED?**

- **Teachers** who have Qualified Teacher Status in England & Wales, or have been awarded QTS from the DfE.
- **Instructors/Unqualified Teachers** including overseas trained teachers whose qualifications are not recognised by the DfE.

**If you are a Teacher or Instructor** from abroad and you require a work permit, it is essential that you provide a copy of your passport or correspondence that refers to your stay in the UK.

### **Newly Qualified Teachers**

A qualified teacher who gained QTS on or after 1 September 2007 who has not completed an induction period can undertake short-term supply work of less than one term in a relevant school for a maximum period of 5 years from the point of award of QTS. This is a fixed time limit with no discretion to extend. Short-term supply placements of less than one term, or equivalent, cannot count towards induction, as such posts will not provide an NQT with the breadth of experience, support and assessment necessary to enable them to demonstrate that their performance against the relevant standards is satisfactory.



## HOW DOES THE TRUST'S SUPPLY REGISTER WORK?

See enclosed flowchart.

## DBS AND SAFEGUARDING TRACKER FORM

The Tracker Form is for recording your work in the Trust's schools and you must present your form for completion at every schools where you work. The Headteacher or other designated person must verify dates that you worked at the school.

The Tracker Form is your own personal record of the work completed for the Trust and to verify that you have not had a break lasting longer than three months. If you do have a break of three months or more you should inform the Trust's HR office so you can complete a new DBS disclosure.

You will be removed from the Trust's Supply Register until a new DBS disclosure has been processed. If it becomes apparent that you have had a break of three months or more and you are still working in schools without having notified the HR office, this could result in you being permanently removed from the Trust's Supply register.

## PAY

Samuel Ward Academy Trust schools offer a standard daily rate of:

Teachers with QTS who have completed their NQT year:	£160 per day
Teachers with QTS who have not completed their NQT year:	£140 per day
Unqualified Teachers (Instructors with specialist skills):	£130 per day

## Pension contributions

Teachers Pension Scheme Regulations require that all teachers (part time & full time) will be put in the pension scheme automatically for all new appointments unless you opt out. More information can be found at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

The exceptions to the above are as follows:

- If you are over 75 years of age
- If you have previously opted out (please tell us the date that you opted out)
- If you were retired on the grounds of ill health before April 1997

If you do not wish to pay into the pension scheme please go to the TPA website: [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) to complete the form on line.

## THE APPLICATION PROCESS

Complete the Application Form and return it (preferably by email) to [jgriffiths@swatrust.co.uk](mailto:jgriffiths@swatrust.co.uk). Alternatively post your application to the Trust's HR office at: Thomas Gainsborough School, Head Lane, Great Cornard, Sudbury, Suffolk CO10 0JU.



You will be invited to attend a registration appointment which will be arranged at one of the Trust's schools, as near as possible to your home location. Your appointment will include a short interview with a member of one of the Trust's School Leadership teams.

Once all the pre-employment checks have been completed, you will receive a letter, confirming that you have been added to the Trust's Supply Register and detailing your working arrangements with the Trust. You must take this letter with you and present it to the employing school on the first day of each assignment.

If your circumstances change and you no longer want to remain on the Trust's Supply register, please inform the Trust's HR office.

**N.B.** Inclusion on the Samuel Ward Academy Trust Supply Register does not guarantee that work will be offered to you on a regular basis, or at all. Equally you are not obliged to accept work if it is offered and your inclusion on the Trust's Supply Register does not preclude your accepting work from other organisations.

## **CONFIDENTIALITY**

If you accept work at a Trust school, you are required to maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.