Aberdeen City Council

Short Term Supply Engagement

**Name…………………………………………………..**

**School…………………………………………………**

This document confirms your engagement on a short term supply basis at the above named school.

The period of engagement will commence on <<DATE>> and will continue for a period of <<DAYS>> days. **(not to exceed 2 days).**

Your maximum daily class contact time will be equivalent to the pupil day. If you teach for the full pupil day without non contact time being given, you will be entitled to a 10% pay uplift to cover preparation and correction time.

You will be paid at Point 1 of the Main Grade Scale (Point 0 if not fully registered with GTCS). Payment will be made on an hourly rate calculated as 1/1645 of the annual salary.

Your duties will be as detailed in the SNCT Handbook, Part 2, Section 2. <http://www.snct.org.uk/wiki/index.php?title=Part_2_Section_2>

You will be provided with a timesheet (Form S56) on which to claim hours worked.

**Signed (Teacher)…………………………….. Date…………………..**

**Signed (School)……………………………… Date…………………..**