

Supply Teacher Information (revised November 2019)

The preferred supplier arrangement in place with Protocol Education to provide supply teachers to Shropshire schools came to an end on 31 August 2019.

The arrangement with Protocol was for them to charge and invoice the schools a fixed day rate fee in addition to the scale rate paid to the teacher. Teachers' pay, plus a pension contribution, was then processed through the Shropshire Council payroll.

As of 1 September 2019, all payroll processing for supply teachers working in Shropshire schools will be provided by the agency engaged by the school and/or the individual is registered to work through. There will no longer be a contribution to the Teachers' Pension Scheme (TPS) from Shropshire Council, but the employing agency will make any appropriate pension payments to an alternative scheme.

Schools can work with any agency they choose – to include a provider not listed below – and all schools will be free to advise the agency what they want to pay a supply teacher. This may be scale rate or what the agencies call 'market rate'.

Alternatively, schools may want to directly engage a supply teacher via a casual appointment. This means that a teacher will be paid at the rate set by the school (in line with their pay policy), but minus the day rate or fee. Within this arrangement, there will, of course, be a contribution to TPS by the employing school.

Please find below a list of agencies who have agreed to confirm their fixed day rate fee (which may include on-costs and profit margin) and ensure the pay rate to the teacher is listed separately on the invoice, as negotiated directly with the school.

Agencies have been asked to communicate to us any changes to their fees and charges so that their entry can be updated.

If you have any general question or query about engaging supply teachers, please speak to your HR Business Partner.

For information on casual appointments, please contact Employment Services via resourcing@shropshire.gov.uk

*****PLEASE NOTE*** Shropshire Council does not endorse or approve any of the agencies listed below. There is no 'preferred supplier' agency.**

Please notify your HR Business Partner of any agency fees which are not listed correctly.

Schools should continue to take all necessary steps to ensure their agency provider complies with the statutory guidance set out in 'Keeping Children Safe in Education' (KCSiE) and all other guidance governing work in regulated activity with children and young people.

Agencies are listed alphabetically, by company name.

Guide to Table:

- a: agency name and address
- b: key agency contact details
- c: geographical areas covered/serviced by the agency
- d: fixed daily fee charged by the agency – to be shown on the invoice/presented to the school in addition to teachers’ pay, agency overheads and costs. *****Please note, invoice values may be subject to VAT. Please confer directly with your chosen provider*****
- e: period of agency worker engagement after which no ‘Temp to Perm’ fee applies
- f: are full vetting and background checks carried out by the agency, as per KCSiE guidance?
*****Schools should seek written confirmation of this within SLA information, or similar*****
- g: PAYE or Umbrella payment arrangements?

Agency Name (a)	Contact Details (b)	Areas covered (c)	Daily fee (d)	T-P (e)	Checks? (f)	Payroll (g)
<p>ABC Teachers St Chad's House Cross Keys Lichfield WS13 6DN</p> <p>Office hours: 7am - 5.30pm Mon-Fri</p> <p>Out of hours service available</p>	<p>Liam Wilson-Fitzpatrick Primary Consultant 0121 274 0345 lwilsonfitzpatrick@abc-teachers.co.uk</p> <p>Scott Daly Secondary Consultant 01782 728 064 sdaly@abc-teachers.co.uk</p> <p>Shane Duggan SEND Consultant 01543 228 029 sduggan@abc-teachers.co.uk</p> <p>Jo Betteley Head of Operations 01543 420 169 jbetteley@abc-teachers.co.uk</p>	All Shropshire & Telford schools	£40	12 weeks (please see Additional Information)	YES	PAYE

Additional Information: "ABC Teachers, part of TES, prides itself on an unrivalled service across the West Midlands offering a number of exclusive benefits to schools. As well as supply job adverts on www.tes.com, at no cost, our comprehensive school portal has changed the experience of supply for schools by providing somewhere to have everything they need in one place including a supply diary, SCR downloadable safeguarding information, full safeguarding information, multiple user facility, GDPR compliance data and much more.

No temp to perm fee will be charged if the candidate has worked for 12 weeks of continuous supply and the school has given us 4 weeks written notice"

<p>Excell Supply Unit 17 Mold Business Park Mold CH7 1XP</p> <p>Office hours: 7.30am - 5pm Mon-Fri</p> <p>Out of hours/'on call' service available</p>	<p>Adam Thomas Branch Manager</p> <p>Carol Olley Primary Consultant</p> <p>Kate Chadwick Secondary Consultant</p> <p>Shropshire Branch shrewsbury@excell-supply.com 01743 816123</p> <p>Telford Branch telford@excell-supply.com 01952 898321</p>	<p>All Shropshire & Telford schools</p>	<p>Up to £45* - this is a maximum charge</p>	<p>12 weeks</p>	<p>YES</p>	<p>PAYE</p>
--	---	---	--	-----------------	------------	-------------

Additional information: "Excell Supply have a bank of fully qualified teachers, teaching assistants and ALN support staff available to cover both day to day and long-term supply roles. Other roles within the education sector can be recruited for on request. All checks carried out to REC Education Audited standard. We hold REC Education Audited accreditation. All candidates are PAYE and paid directly by Excell Supply using our internal payroll system"

*the Daily Fee will be confirmed to the school at the time of making the booking.

<p>Flourish Education Seven House Longbridge Birmingham B31 2UQ</p> <p>Office hours: 7.30am - 5pm Mon-Fri</p> <p>Out of hours available</p>	<p>Joanne Street, Senior Recruitment Consultant 01902 544 953 joanne@flourisheducation.co.uk</p> <p>Out of Hours: 07557 807047</p>	<p>All Shropshire & Telford schools</p>	<p>£35</p>	<p>12 weeks (please see Additional Information)</p>	<p>YES</p>	<p>See Additional Information</p>
<p>Additional information: "We hold two independent safeguarding accreditations; APSCo's 'Compliance Plus' and REC's 'Audited Award. We pay the majority of our candidates through PAYE. Where we use an umbrella company, we ensure they are IR35 compliant and not based overseas.</p> <p>Our T-P fee is 12 weeks, if the school has given us 6 weeks' written notice."</p>						
<p>Hoople Recruitment 57-59 Blueschool Street Hereford HR1 2AR</p> <p>Office hours: 7am - 5pm Mon-Fri</p>	<p>Kerry Donativo Kelly Hughes Jane Roberts 01432 383788 recruitment@hoopleltd.co.uk</p>	<p>Ludlow Craven Arms Church Stretton Bridgnorth Shrewsbury</p>	<p>£56 per full day, which is inclusive of national insurance, pension, holiday and fees.</p>	<p>14 weeks</p>	<p>Yes*</p>	<p>PAYE arrangements apply to all of our supply staff</p>
<p>Additional information: *"We request a minimum of 2 references to cover a 3-year period which include the current or most recent employer. We also undertake right to work in UK and identity checks, DBS at enhanced level, disqualification by association, Teacher registration and prohibition from teaching checks."</p>						

<p>ITN Mark Education 2 Snow Hill Snow Hill Queensway Birmingham B4 6GA</p> <p>Office hours: 7.30am - 5pm Mon-Fri</p> <p>Out of hours service available</p>	<p>Emma Smith Education Consultant, CPSS 0121 665 6314 07808 243638 emma.smith@itnmark.com</p>	<p>See below*</p>	<p>£30 + NI Contributions</p>	<p>16 weeks with 4 weeks' notice (please see Additional Information)</p>	<p>YES</p>	<p>PAYE (please see Additional Information below)</p>
<p>Additional information: "We cover the following areas: <u>Telford. Shropshire schools in the following areas:</u> Bishop's Castle, Bridgnorth, Broseley, Church Stretton, Clun, Craven Arms, Ellesmere, Ironbridge & Severn Valley, Market Drayton, Much Wenlock, Newport, Oswestry, Shifnal, Shrewsbury, Wem, Whitchurch.</p> <p>We undertake the following checks: TRA check, DBS Barred List, Update Service check, Enhanced DBS check, 2 years references. We have PAYE arrangements as standard, unless candidate wants to be paid through an Umbrella company, which is an option.</p> <p>T-P at No Fee after 16 continuous weeks (excluding holidays) with a 4-week notice period. Our introduction fee for a straight permanent appointment is 10% of the annual salary. 'Catholic Partnership Supply Service' offered, please ask for details."</p>						
<p>Protocol Education 31 Waterloo Road Wolverhampton WV1 4DJ</p> <p>Office hours: 6.30am - 7pm Mon-Fri</p> <p>Out of hours service available</p>	<p>Emma Unitt Senior Consultant 01902 313820 emma.unitt@protocol-education.com</p> <p>Kirandeep Kaur Consultant 01902 313820</p>	<p>All Shropshire & Telford schools.</p>	<p>£35</p>	<p>15 weeks</p>	<p>YES</p>	<p>PAYE</p>

	<p>kirandeep.kaur@protocol-education.com</p> <p>Ricky Bassi Recruitment Manager 01902 313820 ricky.bassi@protocol-education.com</p> <p>Kirsty Jordan Sales Team Manager 01902 313820 kirsty.jordan@protocol-education.com</p> <p>Sean Holway Area Manager 0117 945 3960 sean.holway@protocol-education.com</p>					
--	---	--	--	--	--	--

Additional information: "We are pleased to announce some fantastic additional benefits for the schools who work in partnership with Protocol Education for the 2019/2020 academic year (please ask one of our Consultants for more details):

- Full access to the Protocol Education Client Lounge.
- Access to our exclusive pool of fully qualified Canadian, Australian and New Zealand trained teachers.
- Sponsorship contribution per term.
- Development days.
- Access to 'Team Teach' trained staff
- Free trial days & interviews.
- Own Protocol Education in house payroll, PAYE, no umbrella

Checks: Photo ID and Right to work, Proof of Address, DBS checks, Teacher Number, Barred list, References"

<p>Tara Professional Recruitment Ltd Claremont House Claremont Bank Shrewsbury SY1 1RW</p> <p>Office hours: 7am - 5pm Mon-Fri</p> <p>Out of hours service available</p>	<p>Matthew Rothwell Consultant: Primary Division 01952 433833 / 01743 236922 matthew@taraprofessionalrecruitment.co.uk</p> <p>Rachel James Consultant: Secondary/SEND 01952 433833 / 01743 236922 rachel@taraprofessionalrecruitment.co.uk</p>	<p>All Shropshire & Telford schools</p>	<p>£32</p>	<p>14 weeks</p>	<p>YES</p>	<p>PAYE via an external payroll provider</p>
<p>Additional information: "Based in Shrewsbury, Tara have been established for 12 years and operate on an honest and ethical approach to recruiting. 10-point guarantee provided. Our focus is upon providing a first-class service to all, with the requirements of the students being of paramount importance. Matching the right teacher with the dynamics of each school is key.</p> <p>*No temp to perm fee will be charged if the candidate has worked for 14 weeks continuously."</p>						