

## Key Induction messages for supply agencies - March 2023

Thank you for your work to support NQTs. Please remember the following:

1. All teachers need to complete induction in Wales – it is a legal process – they must register with EWC in the category of school teacher
2. All supply NQTs must complete the ‘induction notification form for supply teachers’ and send it to EWC
3. The supply agency should ensure the school booking the teacher knows they are an NQT
4. Supply NQTs are responsible for logging ALL sessions of work as a teacher – they do this via ‘MyEWC account’
5. Supply NQTs must evidence their sessions of work and upload this into the ‘attendance tab’ on their profile, by either
  - a) Printing out an attendance form and getting a signature from a senior member of staff at the end of each day
  - b) Requesting an electronic timesheet of work undertaken from the supply agency (this must be on headed paper)
6. If a supply teacher works in a school for more than 11 days they are referred to as ‘long term supply’ and the school should then support them in the following ways
  - a) Complete an induction notification form
  - b) Provide an Induction Mentor
  - c) Allow them 10% NQT time

The agency and NQT need to be proactive in asking the school to do this as soon as they know how long they are going to be in the school.

If the NQT is not sure of their position on this, please contact the regional lead.

### Supply NQTs **cannot**:

- Work as a teacher without being registered with EWC
- Work as a teacher without sending in an ‘induction notification form for supply teachers’
- Pick and choose which sessions of work to log
- Log sessions worked as a TA/HLTA or cover supervisor
- Work as a teacher but ‘defer’ induction until they feel ready to engage with the process

## Negeseuon Sefydlu allweddol ar gyfer asiantaethau cyflenwi - Mawrth 2023

Diolch am eich gwaith i gefnogi'r ANG. Cofiwch y canlynol os gwelwch yn dda:

1. Mae angen i bob athro gwblhau cyfnod sefydlu yng Nghymru – mae'n broses gyfreithiol – rhaid iddynt gofrestru gyda CGA yn y categori athro ysgol
2. Rhaid i bob ANG cyflenwi llenwi'r 'ffurflen hysbysu sefydlu ar gyfer athrawon cyflenwi' a'i hanfon at CGA.
3. Dylai'r asiantaeth gyflenwi sicrhau bod yr ysgol sy'n archebu'r athro yn gwybod ei fod yn ANG
4. Mae ANGau cyflenwi yn gyfrifol am gofnodi POB sesiwn o waith fel athro – maent yn gwneud hyn drwy 'gyfrif MyEWC'
5. Rhaid i ANG cyflenwi dangos tystiolaeth o'u sesiynau gwaith a'i lanlwytho i'r 'tab presenoldeb' ar eu proffil, gan y naill neu'r llall
  - a) Argraffu ffurflen bresenoldeb a chael llofnod uwch aelod o staff ar ddiwedd pob dydd
  - b) Gofyn am daflen amser electronig o waith a wnaed gan yr asiantaeth gyflenwi (rhaid i hyn fod ar bapur pennawd)
6. Os yw athro cyflenwi yn gweithio mewn ysgol am fwy nag 11 diwrnod cyfeirir ato fel 'athro cyflenwi hirdymor' a dylai'r ysgol wedyn ei gefnogi yn y ffyrdd canlynol:
  - a) Cwblhewch ffurflen hysbysu sefydlu
  - b) Darparu Mentor Sefydlu iddynt
  - c) Sicrhau bod 10% o amser ANG ganddynt

Mae angen i'r asiantaeth a'r ANG fod yn rhagweithiol wrth ofyn i'r ysgol wneud hyn cyn gynted ag y byddant yn gwybod pa mor hir y byddant yn yr ysgol.

Os nad yw'r ANG yn siŵr beth yw ei safbwynt ar hyn, cysylltwch â'r Arweinydd rhanbarthol.

Ni all ANG cyflenwi tymor byr:

- Gweithio fel athro heb gofrestru gyda CGA
- Gweithio fel athro heb anfon 'ffurflen hysbysu sefydlu ar gyfer athrawon cyflenwi'
- Dewis pa sesiynau o waith i'w logio, mae rhaid logio pob un !
- Logio Sesiynau a weithiwyd fel CA/CALU neu oruchwylydd llanw
- Gweithio fel athro ond 'gohirio' cyfnod sefydlu nes eu bod yn teimlo'n barod i ymgysylltu â'r broses.

Please feel free to contact the Induction team if you have any queries:

Mae croeso i chi gysylltu â'r tîm Sefydlu os oes gennych unrhyw ymholiadau:

**CSC**

[rebecca.roach@cscjes.org.uk](mailto:rebecca.roach@cscjes.org.uk)

[bethan.frost@cscjes.org.uk](mailto:bethan.frost@cscjes.org.uk) (Welsh Medium)

**EAS**

[hannah.barry@sewaleseas.org.uk](mailto:hannah.barry@sewaleseas.org.uk)

**GwE**

[ieuanjones@gwegogledd.cymru](mailto:ieuanjones@gwegogledd.cymru)

**Partneriaeth (formerly ERW)**

[Carol.Jeffreys@partneriaeth.cymru](mailto:Carol.Jeffreys@partneriaeth.cymru)

**Mid Wales Education partners**

[Alwyn.Ward@ceredigion.gov.uk](mailto:Alwyn.Ward@ceredigion.gov.uk) (Ceredigion)

[sarah.perdue@powys.gov.uk](mailto:sarah.perdue@powys.gov.uk) (Powys)

**Neath Port Talbot (NPT) -**

[d.long1@npt.gov.uk](mailto:d.long1@npt.gov.uk) (Neath Port Talbot AB)