Dear Head Teacher,

In my 15 years of headship, one problem cropped up every year, that of finding cover for absent staff.  In the short term for a day or two we could fill-in with other staff.  Any longer than a day or two and it was always a real headache to find quickly a reliable, high-quality cover teacher.

In collaboration with the ISA, and with you, we think we might have a solution.  It originated in a successful small trial with ISA East Heads and their recently retired staff about 10 years ago.  Now, with impending retirement myself, I have time to try and make it work for all ISA schools.

The plan is to establish a directory of recently retired ISA teachers who would be prepared to help ISA schools facing a staff cover crisis.  It is not intended to be traditional “supply”, covering odd days at zero notice, but instead drawing on the goodwill of our experienced former colleagues to help schools when they identify that they will need a longer period of cover, probably for a week or more.

I will maintain this directory of teachers, subscribed to the DBS update service, with all the information to try and match your needs when you seek help.  I will check teachers who might be available and give you contact details to finalise arrangements directly with those who are.  What we need from you as Heads at this stage is for you simply to share this email with any colleagues who are retiring this summer and perhaps those who retired last year.  Such expert and esteemed colleagues are the bedrock of what all schools need when there is unforeseen absence: someone who knows their subject, has a wealth of experience to bring immediately to the classroom and who knows what independent schools and their pupils need.  We also anticipate lower charges (a flat rate of £300 each time we find you a teacher) and no costly finder’s fee if anyone decides to work for you for an extended period.  By paying teachers direct, rather than paying an agency, the teachers too will benefit from a much better deal when they respond to the call to help.

So, if you can help us establish this *Retained Teachers Directory*, we will have a source of ideal experienced teachers who can help when you next need to solve an extended cover problem in your school.  Please simply **forward this whole email (so they can see what I have said to Heads too)** to anyone who you think might be suitable and please encourage their interest.

Any questions please email me on [hello@retainedteachersdirectory.co.uk](mailto:hello@retainedteachersdirectory.co.uk)

Best wishes

Stuart Nicholson

**Introductory communication to teachers**

Dear soon-to-retire or recently retired teaching colleague,

As you enjoy your final lessons with this year’s classes, or as you have been enjoying your first few months of retirement, I wonder if you might consider whether you’d be willing to offer short-term help at other schools in the future?

As you know, schools often face periods of short-term teacher absence through illness or family circumstances.  You, like me, might have had such an absence yourself.  We always want our classes to have good teaching cover while we are away, and to try and help I am creating a *Retained Teachers Directory* of those like you who have the skills and experience to contribute where a school needs help for a week or more to maintain effective and expert teaching for the classes of an absent colleague.

This is not a traditional supply teacher arrangement.  It is instead for those willing to respond to the call for help if/when a school and its children are in need, rather than for those immediately and always looking for work – if this were the case, you’d probably not be retiring / have retired!

It will be so much appreciated if you are able to help.  If you think you might be able to, please click this link [https://retainedteachersdirectory.co.uk/](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fretainedteachersdirectory.co.uk%2F&data=05%7C01%7Cpeter.woodroffe%40isaschools.org.uk%7C21c3341dad4d4c1eef5e08db82eea3e2%7Cf182c4ce8da642c5b0693605fccc3e14%7C0%7C0%7C638247733686109394%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=11CE0I1Eqf91ssI8iRsv3bsOCxqHSugnZa7dNYTbyXs%3D&reserved=0) for more information.

Any questions please email me on [hello@retainedteachersdirectory.co.uk](mailto:hello@retainedteachersdirectory.co.uk)

Best wishes

Stuart Nicholson