

EDUCATIONAL SERVICES Head of Educational Resources: Brian Gardner

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Your Ref: Our Ref: BG/PRC/MH

If telephoning please call: Alison Shields 01294 324418

Date

CONFIDENTIAL

Dear

**OFFER OF APPOINTMENT AND STATEMENT
OF WRITTEN PARTICULARS OF (JOB-SHARE TEACHER)**

On behalf of North Ayrshire Council, I have pleasure in offering you an appointment to the undernoted post subject to receipt of the document detailed in the enclosed reply form. This offer is conditional upon the receipt of satisfactory evidence of entitlement to work in the United Kingdom. The enclosed Acceptance Slip lists documents which may be supplied as evidence.

POST TITLE	:	_____	(0. _____ FTE)
			(0. _____ FTE) Partner
POST NO	:	_____	
SERVICE	:	_____	
DATE OF APPOINTMENT	:	_____	
LOCATION	:	_____	

The following statement and attached schedules TCOND.01 adhere to the requirements of the Employment Rights Act 1996.

1. LOCATION

Your place of employment and administrative base will be as stated above. However, you may be required to transfer from this employment location to such other place of employment in the Council service as may be considered reasonable after consultation with you and, if necessary, the appropriate Trade Union. This also includes provisions operated within the terms agreed for the compulsory transfer arrangements for teaching staff.

2. REPORTING ARRANGEMENT

On the first day of your appointment you should report for duty to _____.

3. GTC REGISTRATION

This appointment is subject to you holding current registration with the General Teaching Council and if you are not already in the Council's service as a teacher submitting evidence of registration

4. CALCULATION OF SERVICE

North Ayrshire Council recognises continuous local Council service in accordance with the provisions outlined in paragraph 3 of the attached schedule with the following specific dates relating to your own service with the Council:-

(a) your period of continuous service for statutory employment rights dates from:

(b) your period of continuous service for the purposes of calculating entitlement to redundancy payments dates from: _____

5. SALARY & METHOD OF PAYMENT

(a) Your salary on commencement of employment will be £:_____ per annum

Based, where appropriate, on a roll/job size of up to _____

(b) Salary will be paid monthly by Credit Transfer. Payment will be made on the last Thursday before the last Friday of each month.

6. WORKING HOURS/WORKING WEEK

The working year for teachers shall consist of 195 days of which 190 days will coincide with the school year for pupils with the remaining 5 days being worked on duties as planned by Educational Services (eg In-Service training)

The working hours of teachers under the overall direction of the Head Teacher, under the terms of the SNCT collective bargaining agreement, will be as follows:

- 35 hours per week for all teachers.
- Notwithstanding the above, from August 2006 at the earliest, the contractual obligations of teachers will be expressed in relation solely to a 35 hour week within which a maximum of 22 ½ hours will be devoted to class contact.

All teachers are now required to undertake Continuing Professional Development (CPD) and maintain an individual CPD record. This will comprise an additional contractual commitment not exceeding 35 hours per annum.

There will be occasions when the duties of senior promoted staff will require to be carried out beyond the normal school year or normal school day for teachers. Senior promoted staff are required to carry out their responsibilities to the extent this is necessary for their effective discharge. The execution of such duties will therefore, require a professional commitment beyond the normal working day/week and/ or school year.

7. LEAVE & ENTITLEMENT

The annual leave entitlement of a teacher in school education shall be the balance of days beyond the teacher's normal working year excluding public holidays, Saturdays and Sundays. The Council shall designate certain days, the number of which may vary, as public holidays entitling the employee to leave with pay in addition to the leave provided for in accordance with the attached schedule.

8. SICKNESS ABSENCE

North Ayrshire Council operates a Sickness Leave and Allowances Scheme for teachers for which you may be eligible. Please refer to the attached schedule for details.

You may also be eligible to receive Statutory Sick Pay, subject to satisfying the qualifying conditions.

9. NOTICE PERIODS

Subject to the statutory provisions contained within the Employment Rights Act 1996, the minimum notice to which you are entitled is 1 week. Details of required notice periods are set out in the attached schedule.

10. DUTIES OF POST

The duties applicable to your post will be prescribed by your Head Teacher/Corporate Director (Educational Services) or other person acting on his/her behalf who will also exercise supervision over your services.

11. PENSIONS & PENSION SCHEMES

The Scottish Teacher Pension Scheme now has automatic entry with an employee contribution of 6%. Further details are included in the attached schedule and a booklet on the scheme is available from the Education Personnel Section. If you wish you may opt out of the scheme and to make alternative pension provision at any time. If you wish to opt out of the Scheme, you should complete and return Form 60(T) which is available from Education Personnel Section.

Please advise me **BY RETURN** on the enclosed form whether or not you wish to accept this offer on the Terms and Conditions stated. It is important that you return the acceptance slip with the requested documents by return post. Any delay in receiving the documentation may result in your salary not being credited to your bank account on the due date.

If this is your first appointment in this council or you are returning to teaching after a break in service you are required to complete the enclosed Bank Mandate form and return it along with a copy of your qualifications and any other documentation requested to the Education Personnel Section **by return**.

In anticipation of your acceptance, I would like to take this opportunity to welcome you to the service of North Ayrshire Council and trust that your teaching career with the council will be long and rewarding.

Yours sincerely

Brian Gardner
Head of Educational Resources