



LANESEND PRIMARY SCHOOL
LOVE LANE, COWES
ISLE OF WIGHT PO31 7ES
TEL & FAX: 01983 293 233
E: ADMIN@LANESENDPRI.IOW.SCH.UK
WWW.LANESENDPRIMARY.IK.ORG

Lanesend Primary School

Conditions of Service Policy

Staffing Policy

Signed: **Date:**
(Headteacher)

Signed: **Date:**
(Chair of Governors)

Review Date: November 2018 (Yearly)

Reviewed By: School Development Manager and Money Group

Conditions of Service Policy

This policy relates to the following legislation:

- School Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education Act 2002
- Equality Act 2010
- Staffing of Maintained Schools (Wales) Regulations 2006
- School Staffing (England) Regulations 2009
- School Staff (England) (Amendment) Regulations 2012

The following documentation is also related to this policy:

- Conditions of Service for School Teachers in England and Wales (Burgundy Book) (Council for Local Education Authorities)
- Equality Act 2010: Advice for Schools (DfE)
- National Agreement on Pay and Conditions of Service (Green Book) (National Joint Council for Local Government Services)
- School Teachers' Pay and Conditions Document 2014 and Guidance on Teachers' Pay and Conditions (DfE)

We have a duty to provide a written statement of the terms and conditions of employment to new employees no later than eight weeks after they begin employment. This statement will contain the following sections which will outline the main details of a teacher's terms of employment namely:

- Introduction
- Continuous Employment
- Job Title and Professional Duties
- Place of Work
- Pay
- Working Time
- Collective Agreements
- Leave of Absence and Holidays
- Medical Fitness
- Sickness Absence
- Pensions
- Notice
- Pay on Resigning
- Disciplinary and Dismissal Procedure
- Deductions on Termination
- Reference Documents
- Optional Extras

- Induction Period
- Notices
- Temporary Employment
- Insurance
- Religious Education
- Trade Union Membership
- Residence

All teachers have a duty to comply with the terms of their contracts.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and this policy is in line with the Equality Act 2010.

It is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all new employees a receive a copy of their terms and conditions of employment;
- ensure all school personnel are aware of this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school personnel

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Contract of Employment
 - School Personnel Code of Conduct
 - Equal opportunities
 - Inclusion
 - Safeguarding
- receive periodic training so that they are kept up to date with new information

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and it is in line with the Equality Act 2010 as it is fair, does not favour or disadvantage any member of staff and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or as required due to legislation, or as amended by the Headteacher.

