

# Written Particulars (Teaching Staff)

EPAT

Believe Succeed Together

Date Reviewed	June 2018
Date Ratified by the Trust	July 2018

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## 1.0 Appointment Letter

You will be appointed in line with the Trust's Recruitment Policy.

You will receive a letter of appointment (Appendix A) which will include:

- The post for which you applied.
- Annual salary as determined by the Trust's Pay Policy.
- Date of continuous service with the Trust.
- Place of work.

## 2.0 Terms and Conditions of Employment

Your terms and conditions of employment are detailed in the following:

- School Teachers' Pay and Conditions Document - [STPCD](#)
- The Conditions of Service - [Burgundy Book](#)
- Other statutory regulations.
- Local collective agreements relevant to your employment reached with trade unions recognised by Trust.
- Regulations, policies and procedures adopted by the Trust e.g. Disciplinary (Misconduct) Policy and Grievance Policy, which are published on the Trust's website [www.epat.education](http://www.epat.education)

### 2.1 Annual Leave

In accordance with STPCD, annual leave for teachers coincides with periods of school closure and public holidays.

### 2.2 Continuous Service

Continuous service is defined as working for any organisation covered by the Local Government Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999 (S1 1999 No.2277) where there has not been a break in employment.

### 2.3 Notice

#### 2.31 Contractual Notice (Employer/Employee)

Except in the case of dismissal for misconduct (or other good and urgent cause), this agreement may be terminated at the end of any term by the Trust, or by the employee, giving written notice to that effect not less than 2 calendar months before the end of the Spring or Autumn Term or not less than 3 calendar months before the end of the Summer Term.

If you are a NQT whose services are being terminated due to failing to successfully complete the induction period, the contractual notice periods above will not apply and your contract will be terminated in accordance with The Education (Induction Arrangements for School Teachers) (England) Regulations 1999 (as amended).

#### 2.32 Statutory Notice

The minimum period of termination of your employment which this Trust is required by law to give you is:

- More than 4 weeks service, but less than 2 years = 1 week.
- 2 years or more service, but less than 12 years = 1 week for each year of continuous employment.
- 12 years or more service = 12 weeks.

## **2.4 Pay Periods**

You will be paid calendar monthly in arrears in 12 equal payments by direct credit transfer to a bank or building society account, details of which must be supplied on request.

## **3.0 Probation**

If you are a new entrant to the employment of the Trust, confirmation of your appointment will be subject to the satisfactory completion of a 3 month probationary period.

## **4.0 Pension**

All employees (both permanent and temporary) must automatically enrol into a workplace pension scheme. The Teachers' Pension Scheme (TPS) is the scheme for teachers and lecturers who ordinarily work in the UK. Employees may choose to 'opt out' of the scheme, but only after they have been enrolled by the employer.

Employees who are 'eligible job holders' will be re-enrolled every 3 years. The Pension Regulator will write to the employer in advance of automatic re-enrolment.

More about automatic re-enrolment can be found at:

[www.thepensionsregulator.gov.uk/en/employers/automatic-re-enrolment.aspx](http://www.thepensionsregulator.gov.uk/en/employers/automatic-re-enrolment.aspx)

Pension contributions will be deducted from pay unless evidence of an election to opt out of the scheme is received.

If you have a pension credit in another pension scheme(s) and wish to investigate the possibility of a transfer, please request 'Transfer-in Pack 449'. Applications for transfer must be made within 12 months of entering the TPS.

You can find out more information about your pension at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

## Appendix A

Dear X

On behalf of the Trust, I am pleased to offer you the **FULL/PART-TIME** position below, effective **DATE**

Post	
Annual Salary	
Commencement of Continuous Service with the Trust	
Place of Work	

Your terms and conditions of employment and other relevant information are detailed in the Written Particulars (Teaching Staff) which is attached/enclosed with this appointment letter.

If you wish to accept this appointment, I would be grateful if you would kindly sign both copies of this letter and return a copy to the Academy as soon as possible.

Yours sincerely,

**PRINCIPAL OF ACADEMY/CEO/BOARD**

I accept the appointment described in this letter and the terms and conditions in the Written Particulars (Teaching Staff) of which the foregoing is a true copy.

Date..... Signature.....