

# GRAVENEY TRUST

## GENERAL INFORMATION FOR CANDIDATES

### Teaching Appointments

#### Salary and Allowances

Pay Scales and TLR Allowances are in accordance with the Teachers' Pay and Conditions Document, except for an amendment to the notice period [see further details below]. Newly qualified teachers [NQTs] are normally paid on the minimum of the Main Pay Scale. Main Pay Scale Teachers who are due to progress through the Threshold must provide evidence from their previous school in accordance with the Statutory Teachers' Pay and Conditions Document, in order for Graveney Trust to confirm progression to the Upper Pay Scale.

A conditional offer of appointment will be made to the successful candidate, shortly after the interviews, which is subject to all the Safer Recruitment checks. A contract of employment detailing the terms and conditions will be sent with all starter documentation.

Salaries are paid monthly, through BACS on the 26<sup>th</sup> of each Month or the preceding working day where this date falls on a weekend or public holiday.

#### Interview Expenses

Interview expenses may be paid in certain cases and where prior approval is obtained (original receipts should be produced). Please note that only public transport costs can be claimed. Claim forms can be obtained from the school. Regrettably, the school is unable to reimburse expenses on the day of interview. A cheque will be sent to your home address.

Expenses will not be paid in the event of a candidate withdrawing their application or refusing an offer of appointment.

#### Recruitment and Safeguarding Checks

All offers of employment are subject to receipt of satisfactory references, medical clearances and Disclosure and Barring Services [DBS] Check. Graveney Trust will require periodic renewals of a DBS, which will be undertaken at intervals of three years. Checks for staff who join at the start of the academic year will be processed in June/July to ensure the compliance of maintaining a "three-month" continuity.

You will be required to produce original documentation confirming your Teacher Registration Number [TRN] and Higher Education Certificates. NQTs will also be required to provide confirmation of the TDA Skills Certificates.

#### NQTs

All NQT contracts are offered on a one year fixed term basis in the first instance. A review will take place in the summer term to confirm the satisfactory completion of the NQT Induction year and to ensure the professional standards of teachers at Graveney Trust have been met, before a permanent appointment can be confirmed.

We offer a comprehensive NQT programme and all NQTs are assigned a mentor who works closely with him/her throughout the year. We also run a whole school programme for NQTs. Our programme is validated by Wandsworth educational Services.

### **Hours/Working Arrangements**

A full time teacher must be available for work on 195 days/1265 hours, as directed, in any school year. Teachers are required to work reasonable additional hours in order to fulfil professional duties. These provisions do not apply to Headteachers, Deputy Headteachers, Assistant Headteachers, and Lead Practitioners.

There are 26 teaching periods per week at Graveney School, this comprises of 6 periods on Monday and 5 periods Tuesday to Friday, with an earlier finish on Friday.

Our standard loading factor is 22/26. Where your timetable comprises less than the standard loading factor [or the agreed number for postholders in receipt of a Teaching and Learning Responsibility Allowance], you will be required to cover other classes. The loading factor for part-timers will be pro-rated according to both the number of days and the days of the week worked, and the arrangements for the use of surplus periods will be as for full-timers.

### **Lunch Cover**

All employees taking up post at Graveney School will be required to undertake one lunch duty each week. This duty may be required in a number of different locations around the school and you will be informed of the location of your duty at the beginning of each school year. In recognition of this duty, which is for one full hour each week, employees will receive a free school lunch every day they are in school up to the level of the subsidised lunch.

### **Absences**

Absences due to sickness before or after a school holiday, Bank Holiday or other Public Holiday period must be covered by a medical certificate.

We expect all employees to be available for work and therefore absences due to travel or adverse weather conditions are not usually granted with pay. In the event of these circumstances it is expected that employees will make up the time or take unpaid leave.

### **Pensions**

In accordance with statutory requirements you will automatically be enrolled into an appropriate pension scheme on commencement of employment with Graveney Trust. Further information can be obtained from [www.wandsworth.uk/pensions](http://www.wandsworth.uk/pensions) and [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

### **Notice Periods**

In order to ensure continuity of teaching Graveney Trust requires all teaching staff to give **one full term's notice**. You will be entitled to receive a terms notice if your employment is terminated by the school, except in cases of dismissal on grounds of misconduct. Notice period for appointments on the Leadership will be in accordance with the employment contract.