



TEACHERS EMPLOYEE HANDBOOK



November 2018

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INTRODUCTION

INTRODUCTION

Harrow Council has delegated budgetary and operational responsibility for the school to its Governing Body, which is composed of community, parent and staff Governors.

The Governing Body has overall responsibility for the school in terms and strategic direction, educational achievement, financial and people management and operations, including staffing structures. The Governors are responsible for making key decisions about the overall running of the school. The Head teacher is responsible for day-to-day school operations.

The Head teacher meets regularly with the Governing Body to report on school progress, highlight issues requiring Governors' attention and to make recommendations about the school. Governors are expected to scrutinise the information available to them, using it to make decisions relating to the school and its resources.

Employing Body

Employees in all schools, with the exception of Voluntary Aided, Trust and Foundation schools, are employed by Harrow Council. Responsibility for people management and decision making in relation to school employees is delegated to the Governing Body and Head teacher.

Staff in Voluntary Aided, Trust and Foundation schools are employed by the school's Governing Body.

Your terms and conditions of employment with Harrow Council are found in your statement of particulars, this Employee Handbook and in Harrow Council/School various policies and procedures.

Your employee handbook forms an appendix to your statement of particulars and you should keep the two documents together. Your employee handbook summarises some of the key policies relating to your employment with contractual and non-contractual information. For the avoidance of doubt, if there are any inconsistencies between your employee handbook and employment procedures, the procedures take precedence.

Within this handbook, the term Head teacher is used to indicate the person to whom you formally report. For Head teachers this will usually mean the Chair of your Governing Body. Some documents such as the school's own Health and Safety Policy and Procedure, Discipline, Absence and Grievance procedures will be provided to you directly by the school. For Peripatetic Teachers, those working in more than one school, those funded by a school (e.g. Learning Support Services, Advisory and Inspection Services) you should not assume that the term Head teacher refers to the manager to whom you formally report. In these cases, you are subject to Council policies and procedures rather than school ones e.g. health and safety.

If you need more detail or further information about the contents of this handbook or documents referred to in it, see the Useful Contacts Page for details of the relevant departments within Human Resources to contact.

A copy of the handbook can be found on the Schools HR intranet.

www.harrow.gov.uk/hr4schools.

Any amendments or updates to the handbook will be communicated to all staff in the news section on the Schools HR intranet. You will be immediately informed of any changes to the following policies, procedures or guidance:

- Sickness provision
- Pension
- Discipline
- Grievance
- Notice periods
- Remuneration
- Collective agreements

All other changes will be notified annually.

Changes in personal details

If you change your name or your address or change the person you have nominated as your emergency contact, you should notify HR by emailing hres@harrow.gov.uk.

If you change your bank details go to;

www.harrow.gov.uk/hr4schools/payroll complete the bank details form and return it to hres@harrow.gov.uk, to ensure that your salary is paid into the correct account.

Harrow Council employment policies and procedures are available to view on:

<http://www.harrow.gov.uk/hr4schools/policies>

USEFUL CONTACTS

The **HR Service Centre** deal with all Payroll, contracts of employment, general HR enquiries, Pension and Employee Relations:

hres@harrow.gov.uk (payroll- contracts of employment and general HR queries)

tpharrow@buckscc.gov.uk (teacher pension queries only)

askhr@harrow.gov.uk (Employee Relations queries only)

Telephone: 0208 901 2655

Health and Safety Tel: 020 8424 1512 Email: healthandsafety.healthandsafety@harrow.gov.uk

Employee Assistance Programme (EAP) Tel: 0800 141 2784

Trade Unions

<p>NEU (National Education Union)</p> <p>https://neu.org.uk/</p> <p>Formed by the merger of the National Union of Teachers (NUT) and the Association of Teachers and Lecturers (ATL) on 1 September 2017.</p> <p>0207 388 6191 NUT 020 7950 6441 ATL 07432 415 052 (Friday only)</p>	<p>NASUWT (National Association of Schoolmasters Union of Women Teachers)</p> <p>https://www.nasuwat.org.uk/contact-us.html</p> <p>020 74906130</p>
<p>NAHT (National Association of Head Teachers)</p> <p>http://www.naht.org.uk/#</p> <p>020 8868 2961</p>	

A more comprehensive list of useful contacts can be found at: -

<http://www.harrow.gov.uk/hr4schools/info/1/home/24/contacts/2>

SCHOOL TEACHERS' PAY

CURRENT PAY SCALES FOR QUALIFIED TEACHERS

Harrow Teachers Pay Scales 1st September 2018- 31st August 2019

Pay Ranges - Outer London

Pay Group	Minimum	Maximum
Main	£27,596	£38,963
Upper Pay	£40,310	£43,348
Lead Practitioner	£43,348	£64,245
Unqualified	£20,441	£30,452

Leadership Pay Ranges - Outer London

Group		
1		£48,383 - £63,297
2		£50,673 - £67,880
3		£54,401 - £72,813
4		£58,231 - £78,123
5		£63,930 - £85,845
6		£68,559 - £94,362
7		£73,541 - £103,706
8		£80,785 - £114,147

Leadership Group Pay Range- Outer London

Group	Minimum	Maximum
Leadership	£43,136	£114,710

Teaching & Learning Responsibility allowances

TLR	Minimum £ Annual Value	Maximum £ Annual Value
TLR1	7,853	13,288
TLR2	2,721	6,646
TLR3	540	2,683

Additional Allowance	Minimum £ per annum	Maximum £ per annum
SEN	2,149	4,242

Qualified Teacher Supply Rates 1st September 2018- 31st August 2019

Range	Pay (per annum) £	Daily Rate £	Hourly Rate £
Main Pay Minimum	27,596	141.52	25.74
Main Pay Maximum	38,963	199.81	36.33
Upper Pay Minimum	40,310	206.72	37.59
Upper Pay Maximum	43,348	222.30	40.43

Unqualified Teacher Supply rates 1st September 2018- 31st August 2019

Range	Pay (per annum) £	Daily rate (£)	Hourly Rate (£)
Unqualified Minimum	20,441	104.83	19.06
Unqualified maximum	30,452	156.17	28.40

Supply teachers daily rates are based on 195 days and 5.5 hours in a day. Example: Daily rate for a teacher whose salary is to be assessed on the minimum point of the Main Pay Range, the calculation is:

Total annual salary (£26,662) divided by 195 days = £136.73 p/day. To calculate an hourly rate: £136.73 divided by a nominal 5.5 hours = £24.86 per hour

Please note:

- 1) The above excludes estimated 28% "on costs" (National Insurance and Pension)
- 2) Primary schools estimate: one morning = 3 hours, one afternoon = 2.5 hours.
- 3) Pro rata directed time of 1 hour p/day is included in the above daily rates

Supply rates are used when calculating Extra Days payments to part time staff and are recommended for use in paying for SATS booster classes, where outside 1265 hours and any High School summer literacy/numeracy schools

Locally arranged Recruitment & Retention Allowance

Allowance -	Current rates 1 st September 2018 £ p.a)
Recruitment & Retention 1	1,023
Recruitment & Retention 2	2,011
Recruitment & Retention 3	3,045
Recruitment & Retention 4	4,242
Recruitment & Retention 5	5,524

ANNUAL PAY REVIEW

Teachers’ pay is currently reviewed annually on a statutory basis and teachers’ pay and conditions requires schools and local authorities to have a pay policy which sets out the basis on which they determine teachers’ pay; the date by which they will determine the teachers’ annual pay review.

PAY ASSESSMENT

Your salary is assessed each September in accordance with statutory criteria set out in the current School Teachers’ Pay and Conditions Document which is available at your school or can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/636389/School_teachers_pay_and_conditions_document_2017.pdf

PAY DATE

You are normally paid a twelfth of your contractual annual pay on the 25th of each month, which constitutes pay from the first to the last day of the month. Where this date falls on a Saturday or Sunday or a Monday public holiday, you will be paid on the preceding Friday. Payment is by credit transfer to a bank or building society operating within the Bankers Automated Credit System.

WORKING HOURS

HOURS OF WORK

Except in cases of serious urgency, no teacher may, without the previous permission of his/her Head teacher, be absent from duty for any reason other than personal illness.

Your hours of work are set out in your appointment letter (and other related documents).

WORKING TIME REGULATIONS

Working time regulations are in place to ensure that employees are not required to work excessive hours. The regulations limit the average weekly hours anyone can be required to work to 48 hours (averaged over a 17 week period).

You should:

- Inform your manager if you do more than one job. If you currently have two jobs that together add up to more than 48 hours per week (averaged over 17 weeks) you should talk to your manager without delay to ensure that you are not breaching the working time regulations
- Raise any concerns with your manager and/or your trade union steward.

The statutory arrangements for Working Time are set out in the School Teachers' Pay and Conditions Document for teachers. Full time teachers are required to be available for work for up to 1265 hours of directed time over 195 days per year. Current arrangements for directed time will be supplied by the school. These arrangements may change and the Head teacher will notify you of any change.

Part-time Teachers

Part time teachers will be expected to work the proportion of the full-time teachers hours/days as directed by the Head teacher. The Head teacher will supply the teacher with detailed working arrangements, including directed time.

Head teachers and Deputies

Head and Deputy Head teachers are required to work sufficient hours/days to ensure the effective running of the school or unit.

PERIODS OF SCHOOL CLOSURE

Subject to the Working Time provisions of the School Teachers' Pay and Conditions Document, your holiday coincides with periods of school/unit closure and public holidays, details of which will be notified to you by the school from time to time. Current arrangements for directed time, school closure and in-service training days will be supplied by the school. You will be paid full salary during these closure periods, unless you are receiving less than full salary arising from the application of the Sick Pay Scheme, etc.

LEAVE OF ABSENCE

Harrow schools have a Model Leave of Absence Policy which offers short term assistance for employees in coping with:

- Unforeseen emergencies/major domestic problems:
- Care of Dependants
- Public Duties
- Study /Exams and Conferences
- Religious Observance
- Miscellaneous Matters.

This model policy is recommended by Harrow Council for adoption by the Governing Bodies of schools in the London Borough of Harrow. This policy intends to make reference to the majority of reasons for which school-based employees might request leave during term-time.

EMPLOYMENT CONDITIONS

During your employment with the Council your terms and conditions of employment will be in accordance with

- The statutory School Teachers' Pay and Conditions Document
- The Conditions of Services for Schoolteachers in England and Wales (Burgundy Book)
- The Education Acts and any associated regulations
- Any local collective agreements relevant to your employment reached with trade unions recognised by the Council
- Financial and other relevant regulations and rules of the Council
- Articles and instruments of government of the school

Other National Terms and Conditions of Employment

The Burgundy Book agreement (above) directly affecting other terms and conditions of your employment currently covers:

- Appointment; Resignation; Retirement;
- Sick leave and pay
- Maternity Leave and Pay
- Other leave Provisions
- Grievance and Disciplinary Procedures, etc.
- Miscellaneous Conditions

The Burgundy Book can be viewed at

http://www.harrow.gov.uk/hr4schools/info/2/policies/8/conditions_of_service_for_school_teachers

Other Local Terms, Conditions and Rules

The local rules and conditions made by the Council directly affecting other terms and conditions of your employment include:

- Probation for Newly Qualified Teachers
- Contact with the Press
- Contact with Council Members
- Private Working
- Acceptance of Gifts
- Teachers' Travel and Subsistence

Those local rules and conditions made by the Governing Body of the school directly affecting other terms and conditions of your employment:

- School Disciplinary Code
- School Grievance Procedure
- School Smoking Policy
- School Equal Opportunities Policy

- School Staff and Pay Policy
- School Leave of Absence
- School Health & Safety Policy
- School Appraisal and Capability Procedures

CONTINUOUS SERVICE

You are required to confirm that the dates of continuous service, set out in your statement of particulars, are correct within 8 weeks of taking up your job with the Council. If you do not, the Council will take the dates recorded as being correct and agreed by you.

Continuous service affects your entitlement to a range of benefits and statutory entitlements, including the occupational sickness and maternity schemes and redundancy. You may have more than one different date for continuous service.

1. If this is your first job in local government or if you have had a break in service of more than 1 week (Sunday – Saturday inclusive), the date you commenced employment with the Council is the date your continuous service date started and is used for all purposes.

If you previously worked for another council or organisation covered by the modification order and have less than a full week break in service, you should bring this to the attention of Human Resources.

2. If you worked for Harrow immediately before commencing this job and you have ceased that employment, and you had no break in service, your original date of commencement with the Council will count for all purposes.
3. If you worked for another Council (or any other body covered by the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 (the Modification Order) immediately before commencing this job and you ceased that employment, service from that authority will count in the calculation of entitlement to annual leave, the Occupational Sickness Scheme and the Occupational Maternity Scheme and redundancy payments. This will be recorded as cumulative service.
4. If you currently have another job with this or any local authority and you do not intend to give up that job, then length of service in your other current job will count as continuous service towards the calculation of entitlement to annual leave, the Occupational Sickness Scheme and the Occupational Maternity Scheme and redundancy.

The earliest continuous service date may, however, only be used once for calculating redundancy payments.

5. If you are voluntarily returning to work in local government employment, without a break, and your employment with your last employer was because of a TUPE transfer, previous continuous local government service will be recognised for calculation of entitlements to annual leave, occupational maternity leave/pay and occupational sick pay, provided your return to local government service is within five years of the original transfer.

The above does not, however, affect your entitlement to redundancy pay which is calculated based on service in current employment.

This agreement applies to all employees who have returned to local government service since 1st April 1997; however, the calculation of the resulting benefits, such as additional leave, will only take effect from 1st April 2002.

If 3, 4 or 5 above apply, you should bring this to the attention of Human Resources by contacting hres@harrow.gov.uk.

NOTICE PERIODS

- Teachers who wish to terminate their employment with the school must give two months' notice in the autumn and spring terms and three months' notice in the summer term, terminating at the end of a school term.

Leaving Date	Written notice to be provided by
31 st December (end of Autumn term)	31 st October
30 th April (end of Spring term)	28 th February
31 st August, (end of Summer term),	31 st May

If the teacher submits a late resignation form without giving the proper period of notice, it will be at the governing body's discretion whether they wish to agree to the request, after first considering the Head teacher's view on this matter.

This applies to all teachers and forms part of the conditions of the 'Burgundy Book'.

Head teachers

Head teachers must give three months' notice in the autumn and spring terms and four months' notice in the summer term, terminating at the end of a school term. They are required to submit their notice, in writing, to the Chair of Governors one month earlier than the dates given above.

Newly Qualified Teachers

Newly qualified teachers must give one months' notice of termination of contract during the first year of appointment. Note: This substitutes the "Burgundy Book" conditions on paragraph 5.3.

Teachers on Fixed Term Contracts

Teachers on fixed term contracts must give one months' notice of termination of contract throughout their contract. Note: This substitutes the "Burgundy Book" conditions on paragraph 5.3.

2. If the School terminates a teacher’s employment, the teacher will be entitled to receive the contractual notice quoted above or the statutory notice applicable under employment legislation, whichever is the greater. Which is, for employees with continuous service of 9 years or more:

Completed Years of Service	Total Notice (inclusive of 2mth Burgundy Book requirements)
9	9 weeks
10	10 weeks
11	11 weeks
12 and over	12 weeks

Head teachers

Head teachers are entitled to receive 3 months' notice in Spring and Autumn terms, terminating at the end of that school term and 4 months' in the Summer term, terminating at the end of the school year.

Pay in Lieu of Notice

In exceptional circumstances, the school may wish to terminate the contract without giving the full period of notice. In these circumstances the school may make a payment in lieu of notice.

POLICIES – DISCIPLINE, CONDUCT AND CAPABILITY

These are adopted by the governing body and are available at your school.

DECLARATION OF CRIMINAL CONVICTIONS

During the recruitment process, all applicants for employment with the London Borough of Harrow are required to disclose details of ‘unspent’ criminal convictions, cautions or bind overs.

In addition, if your post is one of those subject to certain provisions in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013), you will have been required to disclose details of any criminal convictions, cautions or bind overs which are not ‘protected’ and which, in other circumstances, would be considered “spent”. Your appointment will have been made subject to a satisfactory disclosure check obtained from the Disclosure and barring Service.

All employees of the London Borough of Harrow are required to inform their manager/head teacher immediately if, at any point during their employment with London Borough of Harrow, they receive a criminal conviction, caution or bind over, irrespective of the post they hold.

If it subsequently comes to light that an employee has failed to disclose convictions, etc. at the appointment stage, or during their employment at Harrow, their employment may be subject to disciplinary action including dismissal.

RIGHT TO WORK IN THE UK

Prior to commencing your employment with Harrow Council, your documents will have been checked to ensure that you have the right to work in the UK. It is your responsibility to ensure that you maintain this right and inform your manager if there are any changes to your circumstances which could affect your status.

You may be asked, at any time, to provide relevant documentation to verify your right to work in the UK.

If, for any reason, you lose the right to work in the UK your employment with the Council will cease.

Further details are available from askhr@harrow.gov.uk

EXCESS TRAVEL COSTS

In accordance with your terms and conditions of employment, the Council reserves the right to change your place of work. You may be required to work at any location within the London Borough of Harrow. The Council does not pay excess travel costs incurred in this situation.

SICKNESS ABSENCE

Notification of sickness absence

Entitlement to sick leave is based on aggregated teaching service (excluding breaks in service). You must notify your Head teacher (or nominated person) as early as possible on (or if possible before) the first day of your absence from work due to sickness or ensure that someone else does this for you as soon as possible.

You must keep in touch with your Head teacher during your absence, providing information on your condition. You should make contact daily until there is a clear indication of the duration of your sickness absence e.g. receipt of a Statement of Fitness for Work and/or a date for return to work.

On your return to work you will need to complete a Self Certification Form to cover all absences up to and including 7 calendar days along with providing a Fit Note for all absences of 8 calendar days or more and attend a Return to Work interview with your Head teacher/Senior Management.

Your absences will be monitored in accordance with the School's Absence Procedure which is available from your school office.

UNAUTHORISED ABSENCE

If you are absent from work, you are required to inform your Head teacher of the reason for your absence and provide any supporting documentation if requested. If you fail to do so within a reasonable time or if your Head teacher/Manager considers the reason for your absence is not acceptable then your absence will be considered unauthorised.

Unauthorised absence is unpaid and disciplinary action may be taken against you.

CONFIDENTIALITY

During the time you are working for Harrow Council, as part of your normal duties, you may have access to confidential information that can identify a child, a client, an employee or service user. In addition, you may have access to confidential information in relation to Council business e.g. financial, planning proposals, etc. This confidential information should not be revealed to any person except in the proper course of your duties.

Confidential information also includes all information which has been specifically designated as confidential by the Council and information which relates to the commercial and financial activities of the Council, the unauthorised disclosure of which would embarrass, harm or prejudice the Council.

Information relating to past, current or prospective clients, employees and service users is confidential and should not be discussed or disclosed outside of the work environment, and must be held and processed in accordance with relevant Council policies and the Data Protection Act 1998.

All records, documents other papers considered to be confidential, together with any copies or extracts thereof, made or acquired by you during your employment, shall be the property of the Council and must be returned to the School on termination of your contract.

You should not, unless authorised by the Council or required by your duties under your employment contract, use for your own benefit or gain or divulge to any persons, company or other organisation whatsoever any confidential information belonging to the Council or related to its affairs or dealings, which may come to your knowledge during your employment. Even where confidential information enters the public domain via another source, you should refuse to confirm the information if requested to by persons outside the authority and raise the issue with your manager.

You will be guilty of a breach of trust and potentially subject to disciplinary action including dismissal, if personal information relating to clients, service users and third parties is revealed to any person except in the proper course of your duties.

Under Data Protection Act and Freedom of Information Act, members of the public have rights to access certain information. If a request is received the statutory requirements of these acts must be complied with, however, if you are unsure about the status of any information or whether you should respond to a request for it, seek advice from your line manager or a data protection officer.

EMPLOYMENT OF RELATIVES/PARTNERS/FRIENDS

This policy provides guidance for employees working with relatives, partners or close friends and sets out procedures to ensure there can be no grounds for suspicion that employment decisions could in any way be influenced by improper motives.

There should not be a line management relationship between relatives, partners or close friends, except in exceptional circumstances. If a line management relationship does exist

specific rules are set down concerning authorisation and documentation processes. Where a relationship develops in the working environment, an assessment must be made of the possible implications and consideration of action which may need to be taken.

For further information please see full policy and/or seek advice from your Head teacher/ Manager/ Human Resources.

EMPLOYEE RECORDS AND DATA PROTECTION

Your records are held in accordance with the Data Protection Act 1998.

The Council will collect, retain and process personal information about you on your personal file, in the recruitment system and in payroll and pensions systems. Information relating to you will be used for workforce monitoring purposes, but no reports will be produced in which you could be identified personally.

The Council regularly produces a detailed workforce profile analysing ethnic origin, gender and disability by pay bands. The Council also uses this information to monitor Council employment policies and procedures and, in addition, produces ad hoc reports and responses to survey requests from other organisations.

You will not be personally identifiable in these statistics as classification will be by group e.g. by ethnic origin, gender, disability, age, etc.

In addition, data is taken from several Council systems for other specific purposes (see section *Auditing and national fraud initiative* below).

You also have the right of 'subject access', under this act, which means you have a right to find out what information is held about you on computer and paper records in relevant filing systems.

If you wish to view or receive a copy of the personal data held on you, you should do so in writing to Human Resources. You will be charged up to £10 for photocopying costs.

From time to time you will be asked to confirm that the personal information held on you by the Council is correct.

If you have any concerns regarding your personal information held by the Council, please contact Human Resources.

FAIR PROCESSING

Personal data is held by the school/Harrow Council about those employed or otherwise engaged to work at the school or Local Authority

An annual School Workforce Census is sent to the DCSF – covering teachers, support staff and certain other staff closely associated with schools. As a result of the School Workforce Census collection, the DCSF will be able to provide improved data to schools and local authorities on:

- Recruitment, retention and turnover;
- Equal opportunities monitoring
- Salary information
- Qualifications
- Teaching and support staff numbers
- Deployment of staff by subject expertise

Analysing this information can help schools monitor and improve their own practices and celebrate the success achieved by their pupils. Local Authorities and the Department for Education will be able to use local and national data to analyse trends in performance, make comparisons, set meaningful targets for performance or improvement and to deploy resources effectively.

Further details are available: -

<https://www.gov.uk/government/organisations/department-for-education>

INFORMATION GOVERNANCE & SECURITY POLICY

The governing body has its own IT security policy adapted from the Council's policy and is available at your school.

THE NATIONAL FRAUD INITIATIVE

The council participates in the National Fraud Initiative (NFI) which is led by the Cabinet Office for which participation by local authorities is mandatory as laid out in Paragraph 2 of Schedule 9 of the Local Audit and Accountability Act 2014. The NFI exercise principally helps ensure that fraud is prevented and detected and any subsequent overpayments identified are dealt with appropriately. The NFI has run every two years since 1996 and is firmly established as the United Kingdom's premier public sector fraud detection exercise. The exercise has identified in excess of £1.69 billion of fraud and error overpayments since its inception and some interesting case studies can be read [here](#). It uses advanced data matching techniques to tackle a broad range of fraud risks faced by the public sector such as council tenants with a council property in each of two authorities or a public sector employee on long-term sickness leave from one organisation while working for another. Matches are provided as referrals to participating bodies in a user friendly application to allow prioritisation of matches and dissemination to investigators without compromising data privacy requirements.

Data is taken from a number of the council's systems such as payroll, pensions, housing benefit, housing tenancy, creditors, blue badges, concessionary travel, private care homes, social care personal budgets, council tax and electoral roll and submitted into the exercise. The use of data for NFI purposes continues to be controlled to ensure compliance with data protection and human rights legislation. The Cabinet Office has published a Code of Data Matching Practice following consultation with the Information Commissioner and other stakeholders. The Code can be accessed on the [NFI webpage](#)

RECOVERY OF OVERPAYMENTS

The Council will recover overpayments of salary and expenses incurred by employees in carrying out their employment.

It is the employee's responsibility to report an overpayment as soon as possible to their manager and to HR to prevent the error continuing and to make arrangements for repayment.

BENEFITS

TEACHERS' PENSIONS SCHEME

You will automatically be entered into the Teachers' Pension Scheme from your first day of employment. If you wish to opt out of the scheme, you will need to complete an opt-out election form which can be obtained from www.teacherspensions.co.uk/members/forms or telephone 0845 6066166

SICKNESS ABSENCE PAYMENTS

Your entitlement to sick pay, during absences due to sickness or injury, is as set out in the Conditions of Service for School teachers in England and Wales:

During 1st year of service	25 days pay and (after completing 4 months' service), 50 days half pay
During 2nd year of service	50 days pay and 50 days half pay
During 3rd year of service	75 days pay and 75 days half pay
During 4 th and successive years	100 days pay and 100 days half pay

If you are in receipt of Statutory Sick Pay or an alternative benefit from the Department of Work and Pensions, these allowances will be deducted from Occupational Sick Payments made to you by the London Borough of Harrow.

In accordance with absence management procedures, your employment may be terminated for consistently failing to attend work due to sickness. The decision to dismiss may be made before your entitlement to sick pay expires and on dismissal your entitlement to sick pay would cease.

COUNCIL'S INSURANCE COVER FOR EMPLOYEES

If you suffer loss or damage, including personal injury, through the Council's negligence, you can claim against the Council for damages. The Council's main insurance covering this is the Employer's Liability Insurance.

The Council is also insured to cover any injury from assault in the course of your duties. The Council covers claims arising from 3rd parties, e.g. clients, relating to loss or damage caused by negligence of employees, including goods held on trust on behalf of clients.

MATERNITY LEAVE AND PAY

All pregnant women regardless of length of service are entitled to paid time off for ante-natal care and a maximum of 52 weeks maternity leave commencing no earlier than 11 weeks before the week the baby is due.

Levels of maternity pay are dependent upon earnings and length of continuous local government service.

For more details please see:

http://www.harrow.gov.uk/hr4schools/info/2/policies/6/guidance_notes_on_maternity_leave_and_pay

ADOPTION LEAVE AND PAY

Harrow's adoption scheme is based on the principles of the maternity scheme. You are eligible for adoption leave provided you meet the criteria set out in the scheme.

For more details please see:

http://www.harrow.gov.uk/hr4schools/info/2/policies/56/adoption_leave

PARENTAL LEAVE

An employee who is a parent with 1 year of continuous service with the Council has a statutory right to Parental Leave. This entitles them to 18 weeks unpaid leave. Employees working part-time will be entitled to 18 weeks unpaid Parental Leave based on their actual hours of work.

Parental leave must be taken by the child's 18th birthday. If the child has been adopted the right will last until five years after their placement for adoption or until he or she reaches the age of eighteen, whichever is the earliest.

For more details please see:

http://www.harrow.gov.uk/hr4schools/info/2/policies/59/parental_leave

MATERNITY SUPPORT LEAVE/ PATERNITY LEAVE

Up to one week's leave at full pay (Maternity Support Leave), is available to the child's father or the partner or nominated carer of an expectant mother at or around the time of the birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide care to the mother around the time of the birth.

Employees with more than 26 weeks' service with Harrow Council may be entitled to the statutory Ordinary Paternity Leave (one or two weeks to be taken within 8 weeks of the birth or placement for adoption) and/or Additional Paternity Leave (up to 26 weeks to be taken within the first year of the child's life or the first year after the child's placement for adoption).

For further information relating to pay and eligibility, please see the Maternity Support/Paternity Leave and Pay Procedure.

FLEXIBLE WORKING

From April 2009, the statutory right to request flexible working became available to parents and those with parental responsibility for children up to the age of 18 years and employees who are carers of adults in need of care.

Harrow Council has extended access to this right to all employees, to open up the opportunity to strike a better balance between working and personal responsibilities.

Employees with 26 weeks continuous service with Harrow Council can request to vary their contracts so that they can work more flexibly (i.e. less hours, different hours or from a different location).

Such requests will be given serious consideration and only refused where there is a sound business reason.

Requests made under the legislation will be considered ahead of other requests and the needs of the service will prevail for all requests.

Further details available on

http://www.harrow.gov.uk/hr4schools/info/2/policies/73/flexible_working

EMPLOYEE ASSISTANCE PROGRAMME

Your school may provide an independent advice, information and counselling referral programme, which includes free telephone, round-the-clock, confidential access to practical advice and emotional support from fully qualified professionals. This service is available to employees. See the **Useful Contacts** at the beginning of this document. Contact your school's administration team for more information.

EXPENSES

Arrangements for claiming expenses will be notified to you by your school.

REDUNDANCY POLICY AND PROCEDURES

The Board of Governors has discretion on the adoption of the Council's Managing Change Policy and Procedure which gives information on procedures and policies relating to redundancy.

Volunteers for redundancy and early voluntary retirement will be considered prior to compulsory redundancies being applied. Selection of employees for redundancy will be in accordance with the criteria set out in the Managing Change Policy and Procedure.

Further details available at;

http://www.harrow.gov.uk/hr4schools/info/2/policies/60/managing_change

REDUNDANCY PAYMENTS

The Board of Governors have discretion on the application of redundancy payments. If they decide to adopt the Council's scheme, you will receive payments in accordance with the Council schemes in operation at the time (if any), either under the Council's redundancy scheme, or the pension scheme according to the relevant criteria.

REDEPLOYMENT

Redeployment is generally considered for three main reasons:

- (a) Avoidance of redundancy
- (b) Capability
- (c) Medical reasons

In these cases, alternative employment will be sought and suitable vacancies brought to your attention (usually during your notice period). You will be interviewed ahead of other candidates and any training needs you have, in relation to the job, would be considered. Redeployment is managed locally within each school. Staff will be ring fenced if they meet the minimum short listing criteria.

RETENTION OF DISABLED EMPLOYEES

The Council is committed to retaining employees who become disabled wherever possible.

PROCEDURE FOR DEALING WITH DRUG/ ALCOHOL MISUSE

The Council has a procedure which emphasises the risks associated with alcohol and drugs; and offers support to employees (including referral for counselling or treatment). The Governing Body may choose to adopt this procedure.

You can seek help through your GP or one of the specialist agencies. You are also encouraged to seek help through referral to the Occupational Health Service (OHS).

If your manager considers that you are exhibiting symptoms of possible alcohol/drug misuse, he/she will interview you regarding the effects on your job performance. You may be represented by a trade union or work colleague. As a result of the meeting, the following action may be taken:

- (i) Referral to OHS
- (ii) A review period may be set during which your performance and conduct must improve, if alcohol/drug misuse is not established.

Progress meetings will be held to monitor and review the situation.

CONSULTATION & NEGOTIATION ARRANGEMENTS

TRADE UNION MEMBERSHIP

The Council believes in the principle of solving employee relations problems by discussion and agreement. The Council recognises several trade unions and supports the system of collective bargaining. It is sensible for you to have membership of an appropriate trade union and you are encouraged to do so.

DIRECTORATE JOINT COMMITTEE

The Directorate Joint Committee (DJC) is one of the main fora for negotiation and consultation between management and the trade unions on Directorate matters. The DJC meets quarterly and Sub Committees may be established where appropriate.

The DJC considers issues relating to a range of employment matters and service issues relating specifically to the Directorate. The DJC does not consider issues which affect more than one directorate.

The DJC membership comprises Officers of the Directorate, HR representative and teachers' trade unions. In addition, Director(s), Trade Union Branch Secretaries and Regional Trade Union Officials may attend from time to time.

Unresolved issues may be referred by either side to the Employee Consultative Forum.

CORPORATE JOINT COMMITTEE

The Corporate Joint Committee (CJC) is the main forum for negotiation and consultation between management and the Trade Unions on corporate matters. The CJC meets on a quarterly basis with more regular interim meetings to progress items.

The CJC is concerned with all conditions of service implications which affect all employees of the Council. These include policies and procedures such as the grievance procedure, the disciplinary procedure, equal opportunities policy. The CJC also discusses issues arising from proposals to change working practices and procedures, training and development.

The current membership of the CJC comprises Officers of the Council, representatives from Unison, GMB and the Public Health and Teachers' Trade Unions.

In addition, the Chief Executive, Departmental directors and Trade Union Regional Officers are invited to attend on an ad hoc basis:

Issues unresolved at the CJC are referred to the Employees Consultative Forum.

EMPLOYEES CONSULTATIVE FORUM

The Employees Consultative Forum (ECF) considers matters raised by management or trade unions and makes recommendations to the relevant Portfolio Holder or Cabinet on such matters.

At the ECF Council members can consult trade union representatives on Council strategies and policies, organisational change and other issues of mutual concern and, if appropriate, make recommendations to the Cabinet on such issues.

The ECF provides a forum for discussion on matters of mutual interest and endeavours to secure the promotion and co-operation between the Council and employees in instigating, developing and recommending the carrying out of measures for the health and safety at work of employees.

In addition, the ECF will provide for regular consultation between the Council and its employees to promote equal opportunities in employment and to review progress in implementing the Council's equal opportunities policy.

The membership of the ECF comprises Councillors and representatives from Unison, GMB and the teachers' trade unions (HTCC),

The committee meets four times per year. Recommendations of the forum are reached by a majority vote among elected members. Recommendations must go to the relevant portfolio holder or full Cabinet, who are the last stage in the local procedures and in the normal course of events, will be implemented immediately (subject to the call-in period).

HEALTH AND SAFETY

SCHOOL'S HEALTH AND SAFETY POLICY

Your school will issue you with a copy of its Health and Safety Policy which relates to your specific place of work when you commence employment.

The policy outlines your general responsibilities in terms of health and safety at work and those of the School as your employer and you should, therefore, read it carefully.

FIRST AID

Council premises are equipped with facilities to enable first aid to be given to employees who become ill or injured whilst at work.

At premises where there are qualified first aiders, their locations and how they can be contacted will be clearly displayed on noticeboards.

ACCIDENT REPORTING

If an accident occurs whilst you are carrying out your duties, you should ensure that it is reported immediately and an accident / incident report form completed.

You should report any accident or near miss whether or not an injury has been sustained. Sometimes an injury may not be immediately apparent but may cause pain later.

An accident / incident report form can be obtained from your manager and must be completed as soon as possible. If you are injured and unable to complete the form immediately you should ask someone to complete it on your behalf.

INCIDENTS OF PHYSICAL OR VERBAL ABUSE

If, during your duties you encounter physical or verbal abuse, threatening behaviour or intentional damage to your personal property - you should report it immediately to your Head teacher/Manager and complete an accident / incident report form.

The form constitutes part of the Council's policy / procedure covering "Reporting of Accidents/Incidents and Dangerous Occurrences". Such reports are regularly monitored and working practices reviewed to enable preventive measures to be put in place to ensure your safety and that of colleagues working in similar situations.

FIRE DRILLS

Fire drills and fire alarm tests are held regularly in all Council premises.

You should ensure that you are familiar with the evacuation procedure, which should be displayed on noticeboards at your place of work.

When the fire alarm sounds you should move quickly but calmly from the building via the designated escape route to your assembly point away from the building.

In buildings where there are lifts, these should not be used and employees with disabilities who are unable to use the stairs should make their way to the designated place of refuge where they will be assisted to leave the building.

PERSONAL INJURY ALLOWANCE SCHEME

This scheme provides for an allowance to be paid to employees who become incapacitated for work because of an injury sustained or disease contracted during the performance of their duties.

DISPLAY SCREEN EQUIPMENT

If you are a designated user, you are entitled to an eyesight test under the Health & Safety (Display Screen Equipment) Regulations 1992.

If you think you may need an eye test you should approach your manager who will tell you whether you are a designated user and will assess your work station to see if there are any practical problems which could be causing eyesight difficulties e.g. flickering images, glare on the screen, screen position.

RISK ASSESSMENTS

The Council has duties under health and safety regulations and others, to carry out risk assessments and to control risks to the health, safety and welfare of its staff and others arising out of its activities. Managers have delegated responsibilities to ensure that risk assessments are completed; to ensure that actions to control risks are prioritised and implemented appropriately to prevent and mitigate adverse effects. The duty to do assessments is specifically (but not exclusively) in relation to:

- Risks related to workplaces
- Risks to health from hazardous substances
- Risks from handling, lifting and moving
- Risks arising from the use of display screen equipment
- Risks related to the provision of work equipment
- Risks arising from fire
- Risks associated with construction including working at height and work with asbestos
- Risks related to working alone
- Risks related to off-site working
- Risks related to stress
- Risk Assessment for Expectant and New Mothers.

Further information can be sought from healthandsafety.healthandsafety@harrow.gov.uk

EQUALITY AND DIVERSITY

EQUAL OPPORTUNITIES AND DIVERSITY

The London Borough of Harrow is committed to achieving equality of opportunity both as a large employer of people and as a provider of services.

The Council believes in the need to eliminate unlawful discrimination and to promote equality of opportunity in all that it does. It recognises the rich diversity of Harrow's population as a strength and aims to treat all people with dignity and respect whilst recognising the value of each individual and the positive contribution they make to Harrow's diverse community and workforce. For further details:

http://www.harrow.gov.uk/hr4schools/info/2/policies/54/equality_of_opportunity

Harrow Council aims to ensure that all groups and individuals within the community and the workforce are given the full opportunity to benefit from the services and employment opportunities they provide. No service user or potential service user, employee or potential employee will be unlawfully discriminated against because of age, being a gay man, lesbian or transsexual, colour, disability, race, ethnic or national origin, gender marital status, political or religious beliefs, or trade union activities.

This is not an exhaustive list and the Council recognises that there are other groups who may face discrimination.

As an employee you have a duty to support the Council's policy and to promote equal opportunities within your own area of responsibility. The Council will not tolerate behaviour that is contrary to the spirit of the equal opportunities policy e.g. less favourable treatment or offensive jokes, or display of material of a racist/sexist/homophobic nature.

A breach of the policy by employees will be treated as a disciplinary offence.

As part of our commitment we monitor the diversity of our workforce and encourage all employees to disclose relevant information, in confidence, to enable us to do so. All information provided will be processed in accordance with the request of the Data Protection Act.

Harassment

The Council expects employees to maintain good relationships with colleagues and members of the public and is committed to the belief that every employee has the right to be treated fairly and with dignity and respect at work and to work without fear of discrimination, bullying or harassment.

The Council will not tolerate any form of harassment and the Grievance procedure concentrates on trying to resolve the harassment within the workplace. The Disciplinary Procedure will, however, be invoked, and summary dismissal will follow where the harassment is considered to amount to gross misconduct.