**To be place on school letterhead**

**Private and Confidential**

**Name**

**Address**

**Date**

**Dear**

**Appointment of Job Title**

**Statement of Particulars**

On behalf of the Governors, I am pleased to conditionally offer you the post of ***[ENTER JOB TITLE]***on the **[ENTER TEACHERS PAY SCALE ]**group in accordance with the conditions set out in the Employee Handbook for Teachers. A copy of the handbook can be found on the Schools HR Intranet site www.harrow.gov.uk/hr4schools.

You will be employed to work at ***name of school****.*

**Your period of continuous service is as follows:**

Date of commencement of this employment is **[ENTER START DATE]** *of this role*.

Date of continuous service for calculating maternity, paternity and shared parental leave is **[ENTER CONTINUOUS SERVICE DATE]**.

Date of continuous service for redundancy payments is **[ENTER CONTINUOUS SERIVICE DATE]**

Your entitlement to sick pay is based on your aggregated teaching service with one or more local authorities.

**You will need to complete the enclosed forms and return them to please confirm details:**

* Financial Declaration form
* Bank / Building Society Details form
* P46 Starter Checklist (If you are in receipt of your P45, please do not complete the enclosed P46 Starter Checklist, but send the original P45)
* Please submit your P45, if available.

**This offer is made subject to the following conditions:**

* The receipt of references which are considered to be satisfactory by the Local Authority.
* Satisfactory medical report or examination.
* A satisfactory Disclosure & Barring Service Check.
* Producing original document(s) to show your entitlement to the right to work in the United Kingdom before you commence employment. Under the Asylum and Immigration Act, it is illegal to appoint anyone who does not have the right to work or no right to do the work we are offering. Failure to provide the appropriate document(s) will result in this offer of employment being withdrawn.
* Satisfactory completion of your course, please forward a copy of your P.G.C.E certificate and QTS skills as soon as possible.

Statutory regulations and guidance issued by the Department for Education your appointment is subject to achieving a satisfactory level of competence in an induction period of monitoring and support. Failure to achieve a satisfactory level of competence in the induction period would normally result in termination of your appointment. Newly qualified teachers shall be subject to one month's notice of termination of contract during the first year of the appointment.

With respect to the above checks it has been decided that you may commence your employment pending receipt of this information. Should any of the above checks prove to be unsatisfactory you will be advised of the relevant school/council procedures applicable to the situation. If appropriate, application of such procedures may lead to your dismissal.

***Your employment with the Council is temporary for a fixed period and will terminate on* [ENTER END DATE]*.* One month’s notice in writing is required to terminate this appointment.**

Your current basic salary is £**[ENTER ANNUAL SALARY]**per year.

**Due to gaining qualified teacher status, with effect from *enter relevant date* your post will be re-graded to Main Scale point enter point. Therefore, your salary will change to £[ENTER NEW SALARY] *annual salary*.**

*You will receive the following additional allowances:*

*Local Recruitment & Retention Allowance* *£****[ENTER AMOUNT]*** *per annum.*

*Special Schools Allowance £****[ENTER AMOUNT]*** *per annum.*

***[ENTER RELEVANT ALLOWANCE]*** *£****[ENTER AMOUNT]*** *per annum.*

Your teaching hours are **[ENTER HOURS]** per week.

You are paid monthly by credit transfer on the 25th of each month. Where this date falls on a Saturday or Sunday, you will be paid on the preceding Friday.

Your salary will be assessed each September.

***The Teachers’ Pay and Conditions Document does not specify working times for Headteachers, Deputy Headteachers and Assistant Headteachers who are required to work sufficient hours/days to ensure the effective running of the school or unit.***

***Your Governing Body have set your Group Size as [ENTER GROUP SIZE]. Your Governing Body will discuss and confirm your performance assessment arrangements.***

Please refer to School Teachers Pay and Conditions of Employment.

**Membership of the Teachers’ Pensions Scheme**

We provide automatic membership of the Teachers’ Pensions Scheme (TPS) to employees under the age of 75. As this applies to you, you will automatically join the TPS.

Both you and your employer will pay into the scheme. The employer’s contribution will be 16.48% of your salary and you will be required to contribute the percentage of your salary as set out in the table below. The payments into your pension will be taken directly from your monthly pay before tax so you will benefit from tax relief on your contributions.

|  |  |  |
| --- | --- | --- |
| Annual Salary Rate for the Eligible Employment from 1 April 2021 | Annual Salary Rate for the Eligible Employment from 1 April 2022 | Member Contribution Rate |
| Up to £28,309.99 | Up to £29,187.99 | 7.4% |
| £28,310 to £38,108.99 | £29,188 to £39,290.99 | 8.6% |
| £38,109 to £45,185.99 | £39,291 to £46,586.99 | 9.6% |
| £45,186 to £59,885.99 | £46,587 to £61,742.99 | 10.2% |
| £59,886 to £81,661.99 | £61,743 to £84,193.99 | 11.3% |
| £81,662 and above | £84,194 and above | 11.7% |

If you do not wish to be a member of the scheme you can opt out by completing an opt out form which can be obtained from ‘My Pension On-Line’ available through [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk). You cannot opt out until after the first day of your membership of the scheme. If you opt out within three months of being enrolled you will be treated for all purposes as not having become an active member of the TPS on this occasion and we will refund to you the contributions paid by you, unless the exception below applies to you;

* If you have fixed or enhanced protection i.e. your pension savings are expected to be more than £1.5 or £1.7 million, you must opt out within one month in order to retain your fixed or enhanced protection**.**

If you opt out after three months, then you will be entitled to whatever benefits are due under the rules of the TPS.

**Pension - Legal position**

If you do not opt out once you are a member of the TPS, we must by law continue to maintain your membership and ensure the scheme continues to meet certain government standards. The TPS is provided by the Department for Education who will ensure that the scheme continues to meet the standards required by the law. However, if you cease to be a member for any reason other than your own choice, we must put you into another pension scheme that meets those government standards by the next day.

**Where can I get further information?**

If you have any questions about the TPS, please visit [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk). For information on pensions and saving for later life visit [www.direct.gov.uk/workplacepension](http://www.direct.gov.uk/workplacepension).

**Recovery of Overpayments**

The Council reserves the right to recover any overpayment relating to either a salary or other financial overpayment made to you. If you discover that an overpayment ha been made, you must inform Payroll and your line Manager and make arrangements for repayment. If the Council discovers that an overpayment has been made, you will be notified, and arrangements made for repayments.

**Reference Documents**

The following documents can be found on www.harrow.gov.uk/hr4schools:

* Privacy Notice regarding requirements under the Data Protection Legislation.
* Equalities Policy
* Health and Safety Policy

Please sign and return the attached copy of this letter with your relevant forms as outlined above.

I confirm that, according to our records, you will continue working as a **[ENTER JOB TITLE]** for **[ENTER HOURS]** hpw at £**[ENTER SCHOOL]**

If the above information is not correct, please contact the school office.

Yours sincerely

[SIGNATURE]

On behalf of the Local Authority

Name

Designation

Name of School

I accept the post of **[ENTER POSITION]** on the terms and conditions stated in the above letter and acknowledge that I have received and read the Teachers Handbook.

Signed: ............................................................... Date: ...............................

cc. school file