



Good Apple Independent School

Conditions of Service

Date	Review Date	Coordinator	Nominated Governor
05/09/2019	05/09/2021	Natalie Myers	Tammy Goddard

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related 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)
- [Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website \(Cabinet Office\)](#)

We understand the 'Conditions of Service for School Teachers in England and Wales ('Burgundy Book') is a national agreement between the six school teacher unions and National Employers' Organisation for School Teachers. It sets out national conditions of service for school teachers in England and Wales and is an essential reference for all maintained schools and also non-maintained schools that choose to incorporate this agreement into their teachers' contracts of employment.'

We believe 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



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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 we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage



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and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe 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 Committee

The Committee 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;
- nominated a designated Committee member to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- 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 receive a copy of the terms and conditions of employment;
- ensure all school personnel are aware of this policy;



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- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Committee on the success and development of this policy

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Staff Handbook;
- meetings with school personnel;
- information displays in the designated room for school personnel.

Training

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
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

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.



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This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil 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 when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Committee Member for further discussion and endorsement.

Linked Policies

- Contract of Employment
- Induction of New Staff
- Newly Qualified Teachers
- School Personnel Code of Conduct

See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

Headteacher:	N Myers	Date:	05/09/2019
Chair of Governing Body:	T Goddard	Date:	05/09/2020