



## **TERMS AND CONDITIONS OF EMPLOYMENT FOR CENTRALLY EMPLOYED TEACHING STAFF**

**These are summarised below:**

### **Hours of Work**

A teacher employed full-time must be available for work for 195 days in any school year, of which 190 days are days on which he/she may be required to teach pupils in addition to carrying out other duties. The hours of work will be agreed by the Head of Service.

These hours will be worked according to the needs of the service and will be determined by your line manager in consultation with you.

### **Place of Work**

Your place of work will be specified prior to your start date.

At the discretion of the County Council, you may be required to work either permanently or temporarily at any other County Council establishment or other location within Hertfordshire.

### **Notice Periods**

2 months' notice for the Autumn Term (from 31 October) and for the Spring Term (from 28 February)

3 months' notice for the Summer Term (from 31 May)

### **Probation**

Newly qualified teachers are entitled to a one-year induction period, details of which are in accordance with the Teachers Conditions of Service as detailed in the Burgundy Book

### **Benefits**

Working for HCC entitles you to a large variety of rewards and benefits. All non-school employees will have access to Herts Rewards portal which can be accessed from any computer or smart phone or via a telephone helpline. Please note, eligibility criteria may apply to some local benefits. Please go to [www.hertsrewards.co.uk](http://www.hertsrewards.co.uk)

### **Pensions**

Membership of the Teachers' Pension Scheme is automatic as a new starter. If you choose not to be a member you must refer to the guidance on

[www.teacherspensions.co.uk](http://www.teacherspensions.co.uk), within three months in order to receive a refund of contributions.

A Tiered Contribution Structure exists within the Scheme. The contribution band within which an employee falls is determined by their whole time contracted pensionable salary. A table containing the current contribution rates can be found on [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

### **Learning & Development**

Your employment is subject to the Statutory Performance Management Scheme for Teachers. This is a locally agreed scheme for Centrally Employed Teachers.

### **Grievances**

If you have a grievance relating to your employment you should discuss the matter initially with your immediate line manager. The procedure to be followed is available on the intranet and from the Serco Payroll & HR team.

Employees who are in their probationary period should refer to the Probation Policy.

### **Disciplinary**

You are expected to maintain standards of performance and behaviour appropriate to your responsibility of being an employee of the County Council. Any breach of accepted standards of performance and behaviour will result in disciplinary action. If you are dissatisfied with any disciplinary decision relating to you, you will have a right of appeal against the decision.

### **Appeals**

The employee has the right to appeal any warning or dismissal decision to their line manager.