



NORHAM  
HIGH SCHOOL

Believe ~ Strive ~ Achieve

### **GUIDANCE NOTES AND TERMS AND CONDITIONS OF EMPLOYMENT:**

This information will help you with your application form and give you details about School policies, procedures and criteria. If there is any information you need to help you with your application that is not included in this guidance, please give us a call on 0191 2005062 and we will do our best to help.

There are two key forms you need when applying for a vacancy with Norham High School:

- **Application form** – read the guidance notes and terms and conditions of employment carefully. Please make sure you consider each of the points on the job description and person specification and show how you meet each condition.
- **Equality monitoring form** – attached to the application form. This information will help the School to make sure its equal opportunities policy is working. It is not sent to the selection panel.

In accordance with best practice in equal opportunities, the School does not accept CVs. We believe that a standard application form is the fairest way of getting consistent and relevant information about applicants.

If it is difficult for you to fill in the standard application form, for example if English is your second language, because of disability or if you need an application form in an alternative format, namely Braille, large print (18 point) or audio cassette then please contact North Tyneside Council Human Resources Unit on telephone number 0191 6435067 who can give you help and advice.

### **TERMS AND CONDITIONS OF EMPLOYMENT:**

During your employment with the School, your terms and conditions of employment will be in accordance with collective agreements negotiated from time to time by the National Joint Council for Local Government Services (the negotiating body set out in the Scheme of Conditions of Service), the North East Regional Employers Organisation and in local agreements reached with trade unions recognised by North Tyneside Council.

<b>Subject</b>	<b>Criteria</b>
<b>Data Protection:</b>	We will process the information or data you give on this form and hold it on computer and on your personal records if you are appointed. We may process the information or data for the purposes of monitoring, statistical analysis and to keep accurate employment records. By signing and returning the application form you will be giving your explicit consent to the processing of the data in it, including anything that may be considered to be sensitive personal data.
<b>Salary:</b>	The salary scale is detailed in the advertisement for the post. Payment is made by bank credit transfer.
<b>Criminal Records Bureau Checks:</b>	If the appointment to, and continued employment in, your post is subject to criminal records bureau checks, and you are subsequently: (a) the subject of a criminal investigation; or (b) convicted of an offence or cautioned for an offence the School requires that you inform the Principal of the details of the criminal investigation, conviction or caution immediately. Please note that the information you provide to the Principal will be dealt with in the strictest confidence.
<b>Medical Clearance:</b>	The successful candidate will be required to satisfy the OH health advisor as to his/her fitness to perform the job.

<b>References:</b>	Two referees are needed: References will be sought before the selection panel. A minimum of two references are required prior to any appointments being made. If you are in, or have just completed, full-time education one referee should be from your school/college. If you are in employment, one referee must be your present employer. If you are unemployed, one referee must be your last employer.															
<b>Notice:</b>	The School requires a minimum of: <table border="0" style="width: 100%;"> <tr> <td style="text-align: left;"><u>Grade</u></td> <td style="text-align: right;"><u>Months</u></td> </tr> <tr> <td>Spinal column point 52 – 62</td> <td style="text-align: right;">3 months</td> </tr> <tr> <td>Spinal column point 32 – 51</td> <td style="text-align: right;">2 months</td> </tr> <tr> <td>Spinal column point 4 – 31</td> <td style="text-align: right;">1 months</td> </tr> </table> <p>N.B. This applies to support staff only. Teachers notice periods are detailed in the Conditions of service document for school teacher in England and Wales.</p>	<u>Grade</u>	<u>Months</u>	Spinal column point 52 – 62	3 months	Spinal column point 32 – 51	2 months	Spinal column point 4 – 31	1 months							
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<b>Working arrangements:</b>	The normal working week is one of 37 hours for support staff and 32.5 hours for teaching staff (full-time hours). These hours apply unless otherwise stated in your contract. The School day begins at 8.30am for students and ends at 2.50pm.															
<b>Leave entitlement – support staff:</b>	<p><b>Full time contract (52 week):</b>  Your leave entitlement, inclusive of two extra statutory days and one locally agreed day but exclusive of the eight statutory days, to which you are also entitled, is in accordance with the following:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Salary Scale</td> <td style="width: 35%;">On appointment – entitlement during your first leave year will be a proportion of the annual entitlement based on completed months of service.</td> <td style="width: 35%;">After 5 yrs continuous service – pro-rata from anniversary date of commencement of employment to commencement new leave year.</td> </tr> </table> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Spinal col. Point 41 and above</td> <td style="width: 35%;">30 days</td> <td style="width: 35%;">no further increase</td> </tr> <tr> <td>Up to and inc: Spinal point 40</td> <td>23 days</td> <td>28 days</td> </tr> <tr> <td>Former Manual Grades</td> <td>23 days</td> <td>28 days</td> </tr> <tr> <td>Former Craft Grades</td> <td>24 days</td> <td>29 days</td> </tr> </table> <p>If you are employed on a part-time or job share basis, leave entitlement will be based on a proportion of the above. Annual leave entitlement is pro rata to completed months of service in any leave year or contracted hours worked.</p> <p><b>Term time contract (46 week):</b>  The person appointed will be entitled to school holidays with the exceptions as follows:</p> <ul style="list-style-type: none"> <li>• For those employees who have less than 5 years’ service, the necessity to attend school during school holidays will be a maximum of 8 days per year.</li> <li>• For those employee who have 5 or more years’ service, the requirement to attend during school holiday periods will be a maximum of 3 days per year.</li> </ul>	Salary Scale	On appointment – entitlement during your first leave year will be a proportion of the annual entitlement based on completed months of service.	After 5 yrs continuous service – pro-rata from anniversary date of commencement of employment to commencement new leave year.	Spinal col. Point 41 and above	30 days	no further increase	Up to and inc: Spinal point 40	23 days	28 days	Former Manual Grades	23 days	28 days	Former Craft Grades	24 days	29 days
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<b>Pension Schemes:</b>	Newly appointed staff automatically become a member of the Local Government Pension Scheme (LGPS) or Teachers Pension Scheme (TPS) and contributions will be deducted from your wages/salary. For further information regarding the Local Government Pension Scheme please contact South Tyneside Pensions Office on 0191 424 4141. Information on teachers pensions is available on															

	<a href="http://www.teacherspension.co.uk">www.teacherspension.co.uk</a>
<b>No Smoking Policy:</b>	The School has adopted a no smoking policy. Smoking is not allowed anywhere on the school site.
<b>Policies:</b>	The School operates policies in respect of the following: <ul style="list-style-type: none"> <li>• Equal Opportunities</li> <li>• Bullying and Harassment in the Workplace</li> <li>• Race Equality Statement</li> <li>• Whistleblowing</li> <li>• Corrective and Disciplinary Procedure</li> <li>• Grievance Procedure</li> </ul>
<b>Work-Life Balance:</b>	The School recognises and will comply with its statutory obligations regarding work-life balance that are provided by Employment Act 2000. The School offers a range of work-life balance options within the work-life balance policy.
<b>Code of Conduct for Workers:</b>	The School has a Code of Conduct and Staff Charter for workers that you will be required to comply with.
<b>Travelling and subsistence for interview:</b>	Candidates invited for interview will be entitled to travelling and subsistence expenses.
<b>Probationary period:</b>	Applies to all new employees to the School. Newly qualified teachers are subject to a one year probationary period.
<b>Policy Statement of the Recruitment of Ex-Offenders:</b>	<ol style="list-style-type: none"> <li>1. Norham High School, via North Tyneside Council HR, will use the CRB Disclosure service to assess the suitability of applicants for positions of trust. The School policies and guidance comply fully with the CRB Code of Practice and undertake to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.</li> <li>2. The School actively promotes equality of opportunity for all and welcomes applications from a wide range of candidates, including those with criminal records. All candidates will be selected for interview based on their experience, qualifications, skills and abilities.</li> <li>3. Where a disclosure forms part of the recruitment process, all short-listed candidates will be required to provide proof of identity. This proof of identity will be recorded on the identity verification form for the successful candidate. A counter-signatory will request a disclosure application form for the successful candidate only. Once this has been returned by the candidate to the counter-signatory the proof of identity details can be transferred onto the disclosure application form and the form returned to the CRB for checking.</li> <li>4. The information provided by candidates will be treated as strictly confidential and will only be considered in relation to the post they are applying for. The School guarantees that only those who need to see it as part of the recruitment process see the information.</li> <li>5. All employees in the School who are involved in the recruitment process have been supplied with guidance to assist them to identify and assess the relevance and circumstances of offences.</li> <li>6. At interview, the School will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought, could lead to the withdrawal of an offer of employment or if it comes to light after successful candidates have been appointed, they could be instantly dismissed.</li> <li>7. The successful candidates for positions where a disclosure is required will be provided with a copy of the CRB code of practice. Other applicants can be provided with a copy on request.</li> <li>9. Any breaches of this policy will result in disciplinary action being initiated that may result in dismissal.</li> </ol>