

Guidance notes to assist School with contracts (Jan 25)

Support Staff Contracts

Job Title and grade – Ensure this is listed exactly as BCC has evaluated it. Job Titles and grades must not deviate from BCC evaluated jobs.

Contract- Remove privacy notice and create schools own as Birmingham City Council is no longer the data controller- page 24

If permanent employee please remove fixed term contract sentence. Page 2

If contract is of a fixed term basis then you will need to put the date the contract is from and also the date the contract is expiring. Additionally, you will need to detail the reasoning. Reasoning needs to comply with legal requirements. This is very important and is to protect your school from tribunal claims that could occur in the future. Please refer to further guidance on fixed term contracts in the ER section in the toolkit titled '**Temporary and Fixed Term Contracts Policy**'

Hours of work needs to be completed- This can't go above 36.5 hours.

Work Location needs to be completed with school name.

Continuous service -This needs to be completed. This is very important that it is completed correctly. If employee is brand new to the school and Birmingham City Council then date of start needs to be entered but if previously employed by BCC with no gap of a week or less then their continuous service would be honoured. However, you would need to check in case previously taken redundancy etc. (further guidance on continuous service can be found in the toolkit titled '**Continuity of service**'

Multiple posts- If employee is already working at the school in another post then the continuous service date for the new post would be the date employee starts the new position.

Example: Emily Jones started working as a Teaching Assistant on 1 January 1994. Emily then gained a second position as a lunchtime supervisor on 20 May 2024. Emily's new contract as a lunchtime supervisor should state her continuous service is

20 May 2024. Emily then also gained a 3rd position of a play worker on 2 June 2024. Her contract as a playworker should state her continuous service date as 2 June 2024.

However, if Emily left her positions as a Lunchtime supervisor and a Playworker and continued with just the one contract as a Teaching Assistant then her continuous service would remain as 1 Jan 1994.

Acceptance – ensure completed, position details completed along with pay reference, name and date and ensure employee returns signed acceptance.