# Teacher Contract Guidance Notes

Remove privacy notice and create schools own as Birmingham City Council is no longer the data controller.

Job Title- If employee is a teacher on M1 -UPS 3 Then Job Title is always ‘ Teacher’

If Teacher has a TLR then the sentence below needs to be inserted or deleted if there is no TLR with the contract. Please note this is only applicable for TLR1 and TLR2’s.

TLR3’s should not be included in the contract.

I am pleased to make a formal offer of employment as a Teacher with (a TLR1/2 to the value of £xxxxxx, pro rata = £xxxxx)\* on the staff of xxxxxxxxx – (school name) with effect from xxxxxxx (date). \* delete TLR information as appropriate.

If employee is an Assistant Head, Head Teacher ,Deputy Head Teacher or Leading Practitioner then please only insert these titles in the contract. Bcc Contracts can’t include Executive or any other detail in the Job title.

Fixed term contracts -

If permanent employee please remove fixed term contract sentence.

If contract is of a fixed term basis then need to put the date the contract is from and also the date the contract is expiring and also 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.

Salary – ensure the salary complies with Teacher Pay scales to comply with SPTCD and allowances should not be included in this figure.

Part Time Teachers- If Teacher is part time- Please ensure paragraph below is included. Please ensure this is taken out if the teacher is full time.

As a part-time or job sharing Teacher the fraction for which you are employed to work. Under a local agreement you will be required to work the corresponding proportion of 1265 hours per annum (For job sharers only - should your partner leave, within the period of your contract, you will be given the opportunity of undertaking additional hours or taking up the post full-time).

Continuous service -This needs to be completed. This is very important that it is completed correctly. Please see guidance on continuous service in the toolkit.

Work Location -Needs to be completed with school name

Written Statement of Particulars of Employment for Teachers

Employee – Please details employee’s full name and full address.

Job Title -Please enter job title in the same format as page 2 of contract.

Continuous Employment – Please complete.

Work Location -Please complete with School Name

Privacy Notice -Please remove BCC’s and replace with own as BCC is no longer the data controller.