Lambeth Schools RECRUITMENT INFORMATION

Issued November 2014

Lambeth

Lambeth Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment.

www.lambeth.gov.uk

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Lambeth

The World In One London Borough

Lambeth is one of 13 boroughs that make up inner London. It is the second largest inner London borough with an official population of 303,100 (2011 Census). This is up nineteen thousand from 284,000, the last population estimate for the borough.

Covering an area of around 10.5 square miles, Lambeth measures seven miles north to south and about two and a half miles east to west. There are several distinct areas in Lambeth: Waterloo, Vauxhall, Kennington, Brixton, Clapham, Stockwell, Norwood and Streatham. The borough is divided into 21 wards, represented by 63 elected Councillors.

Within the London Borough of Lambeth, there are many arts and theatre attractions, including the South Bank complex, (the Royal Festival Hall, the National Theatre and the National Film Theatre), the Old Vic and Young Vic Theatres and the BFI IMAX Cinema.

Lambeth is also home to the official residence of the Archbishop of Canterbury at Lambeth Palace, the former County Hall and the London Eye.

The district of Kennington is home to the Imperial War Museum and The Oval Cricket Ground.

Brixton in the heart of the borough is home to Lambeth Town Hall. It has a significant clubbing and live music scene. Large venues include Brixton Academy, Electric Brixton and Mass at St Matthew's Church. Art galleries, delicatessens, bars, cafes and vintage clothing stores are found in and around the vibrant Brixton Village Market.

Lambeth is extremely ethnically diverse - even more so than recorded 10 years ago.*

It really is the World in one borough.

** Lambeth has a low percentage of people with an English only identity and the proportion of white British people has decreased from 50% to 39% in the last 10 years. It has the highest proportion in the country of Portuguese born people, South American people, mixed race white and black African people and the proportion of mixed race people has risen from 4% to 7%. It has the highest proportion of people from multiple mixed ethnic backgrounds and people from non-Caribbean and non-African black backgrounds. It has the second highest proportion of black Caribbean people.*

Lambeth is a young borough. It has the second highest proportion of single people in the country and the second lowest proportion of married couples. It is the sixth highest in terms of civil partnerships.

Lambeth Schools

Lambeth maintains 86 schools with a total of 35,891 pupils. There are 5 nursery schools, 61 primary schools, 13 secondary schools, 5 special schools and 2 pupil referral units. 6 of our 86 schools have academy status.

The types of school and pupils on roll in January 2014 are as follows:

Type of School	Number of Schools / Units	Pupil Roll
Nursery	5	493
Primary	61	23,254
Secondary	13	11,488
Special	5	448
Pupil Referral Units	2	208
Totals	**86**	**35,891**

Source: Education Statistics January 2013-14. Data includes academies.

Overall, the pupil population in Lambeth schools has risen from 28,474 pupils in 2003 to 35,891 pupils in 2014, a rise of 26%.

The number of secondary age pupils has risen by around 45% since 2003 (Source: Annual School Statistics January 2012 – School Census). Based on reports from schools, approximately 154 different languages are spoken by families in the borough, with the most common languages after English being Portuguese, Somali, Spanish, Yoruba then French. One in three primary and secondary pupils in the borough (28.9%) is not fluent in English.

Excellent GCSE results place Lambeth schools among the very best in the capital for improvement.

Partnership Working

Lambeth Schools have been encouraged to form cluster partnerships. The partnerships enable schools to commission services, to provide a secure base from which to operate and to be accountable for the quality of education and the standards achieved across the partnership.

These partnerships provide additional support for schools in purchasing and retaining good quality and experienced educational support services, including existing services from the LA.

The excellent partnership working between schools, the Local Authority and others continues to provide children and young people in Lambeth with a high standard of education equipping them well for their future lives. Together, we continually strive to improve the education experience, to address areas of development and to ensure the highest standard of safeguarding in all educational settings.

Children's Centres

Lambeth's network of 26 children's centres and 4 satellite sites continue to provide borough wide coverage for under fives, families, integrated childcare, health and family support services.

Information about current vacancies with Lambeth is available at: ***www.lambeth.gov.uk*** or on the Jobs Go Public website: ***www.jobsgopublic.com***

How To Apply For A Job In Lambeth

To apply for this job, please send a completed application form plus any other supporting information by the closing date indicated on the covering letter, quoting the reference number.

Please ensure that your application fully addresses the selection criteria set out in the person specification.

CV's will not be considered.

Applications should be sent to the relevant school or Schools Human Resources *(see covering letter in pack)*.

Applications can be e-mailed or scannedto the relevant School or Schools Human Resources *(see job pack for details)*.

If you email your application, please bring a printed signed copy with you to the interview should you be successful at the shortlisting stage.

If you do not have access to a computer you can still fill in an application form, using the guidance notes below.

Completing your Application Form

1. Before you start, carefully read the job description, person specification and any other information you have been sent.
2. The job description describes the main duties of the job and will give you a good idea whether or not you think you would like to do the role.
3. The person specification tells you the skills, knowledge and experience you need to be able to carry out the job. The person specification will highlight 'essential' criteria, which you must demonstrate as part of your application process.
4. The decision whether or not to interview you for a job is based on the information you give us on your application form. Therefore, it is vital that you give us clear and relevant information and that you answer all the questions. We cannot make assumptions about your experience, knowledge, skills and/or abilities.
5. You might want to do a rough draft of your answers first so that you can decide exactly what you want to say before you complete the form itself.
6. Remember that experience and skills can be gained in a number of ways, not only through paid employment.
7. Applicants will be assessed on how they meet requirements stated in the person specification. If you are not applying online, please type or write in black ink, as your form will be photocopied.
8. You should return your form to the address given, before the closing date. If you are shortlisted, you will be invited to attend an interview.

Employment History

Start with your present or most recent employer giving the title of your job and the dates you were employed, and then work backwards. You may also want to give details of any community, voluntary, or unpaid work you have undertaken. It is particularly important that you note any periods of unemployment, so that the Council/School can consider your full history in making employment decisions. Your employment history will be thoroughly examined and clarification will be sought where there are gaps and other discrepancies arising from information provided either, by you as the applicant or, your referee.

Education and Qualifications

Please give details of your education history since the age of eleven, including college/ university courses and any qualifications obtained. You will be asked to produce original copies of relevant certificates confirming your qualifications prior to an offer of employment being confirmed.

Training and Development

Please include in this section any training courses or development activities you have been involved with or attended. These may be courses provided by your employer or events you have participated in outside of work.

Personal Statement

The personal statement is the most important part of the application form. It gives you the chance to show us why you would be suitable for a particular post, and is the main piece of evidence we use when shortlisting candidates. It is your opportunity to demonstrate that you have the skills and experience we are looking for.

The person specification is provided to help you in writing your application. It details the minimum experience, competencies and qualifications required to do a job. Where there are any physical requirements these are also given.

When using the person specification to prepare your application, you should think about how your own experience and skills match the criteria in the specification. Remember that the School recognises that experience and skills can be gained in a number of different ways, not only through full-time employment. Voluntary work, vacation work, and running a home can all lead to the development of skills and experience, which may be required for a particular job.

The person specification includes all the School's requirements for the post. Your application will be assessed to see if it meets these requirements. If it does, you will be called for an interview. The person appointed to the job will be the one judged by the School as most suitable for the job, following interview and assessment.

You will be selected for interview solely on the basis of your written application, so please make sure you read the job description and person specification carefully.

When filling out this part of the application, it is very important that you read the person specification carefully. You must show how you meet each of the points (criteria) on the person specification by giving examples. Do keep answers concise though – aim to write a paragraph for each competency/selection criteria, and no more than two. Do mention any professional qualifications and knowledge of any relevant legislation and software. Voluntary and unpaid work can be used to demonstrate competency in addition to more formal experience.

You will be selected for interview solely on the basis of your written application, so please make sure you read the job description and person specification carefully.

The Rehabilitation of Offenders Act (1974) (Exceptions) Order 1975 (Amended) (England and Wales) Order 2013

This Act recognises the principle that people who have been convicted of an offence should not, as a result, be discriminated against for the rest of their lives and therefore it prohibits discrimination in employment within defined limits. Some posts are exempt from the Act and these include those involving work with children, the elderly, with persons suffering from serious illness, with people with disabilities and for certain professions where the highest integrity is expected including employment in finance, legal, medical and security services.

Posts exempt from the Act: The post you are applying for is 'exempt' under the Act. You are required to provide details of **ALL current (unspent) and 'spent'** convictions or pending cases, cautions bind-over orders, reprimands and final warnings including dates and sentences, on a separate piece of paper and enclose it in a separate envelope marked with the job reference, with your application form. You are also required to complete the declaration on the application form.

However, you do not need to declare any criminal record information that is now filtered under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). This law came into force on 29 May 2013. As a result certain cautions and convictions are now considered 'protected' and therefore filtered from Standard or Enhanced DBS checks. Further guidance on whether a conviction, caution, final warning or reprimand is eligible to be filtered can be found at: ***https://www.gov.uk/government/publications/dbs-filtering-guidance***

For those posts exempt from the Act which also involve substantial unsupervised access to children and vulnerable clients, the Council, under arrangements introduced for the protection of children and other vulnerable clients, will check with the Disclosure and Barring Service (DBS) for existence and content of any criminal record of the successful applicant.

This check will be cross referenced against the ISA 'Children's List'. The list contains details of people deemed unsuitable to work with children or vulnerable adults. Information received from the police will be kept strictly confidential and will not debar you from appointment unless it is considered that the conviction renders you unsuitable for work with children or young people or it relates to any other offence which is deemed to make employment unsuitable.

In making this decision the Council/School will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Council/School's Equal Opportunity Employment Policy. In such circumstances each applicant will receive written reasons.

Unspent convictions may be convictions for which the rehabilitation period has not been completed or convictions, which are exempt from the Act (i.e. never unspent).

Candidates selected for interview should not commence employment with the school until a clear DBS disclosure has been received and all other conditional offer checks have been obtained and verified satisfactory with clearance being given by the Headteacher/Chair of Governors and Schools Human Resources.

Please note: *It is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children. Please refer to the DBS Policy which is available from the School or Schools Human Resources Section.*

Further information is available from the relevant School or Schools Human Resources *(see the covering letter to the recruitment pack)*.

Please note: ***1.*** *Any information given will be kept confidential and will only be considered in relation to the job applied for.* ***2.*** *Failure to disclose cautions, convictions (except those that are not eligible for filtering) or pending court during the recruitment process will result in the withdrawal of a job offer. If undisclosed cautions, convictions or charges pending are discovered after employment commences, disciplinary action/dismissal could ensue.* ***3.*** *It is the responsibility of the applicant to check with the appropriate authorities if s/he is unsure if any convictions are exempt or not exempt from the Act.*

Further information about 'Safeguarding' is available at: ***www.gov.uk/dbs***

References

You should provide details of two employment referees covering the last three years, one of whom should be your current or most recent employer.
Friends or relatives must not be used as referees.

References will be taken up prior to the interview process. In line with the Equality Act 2010 we do not ask for information on your sickness or attendance record at this stage. Should you be successful at the interview then this information will be requested from your referee.

If you have just left school or have recently obtained your professional qualification, you may want to give your (head) teacher or tutor's name. For all references please state in what capacity you know the referee, for example, if they are your manager, previous line manager or tutor. If you have not been employed before, please give details of teachers/lecturers who know you well enough to comment on your ability to do the job. Friends or relatives must not be used. Full employment histories may be verified as part of our vetting procedures in our on going commitment to Safer Recruitment Practices.

Equal Opportunities Monitoring

Lambeth Council has an Equal Opportunities Policy and we are committed to ensuring that within our recruitment practices, all sections of the community have equal access to the recruitment process. In order that we can check that our Policy is working we monitor our recruitment and employment information. We would appreciate it, therefore, if you would complete the monitoring form attached to the application form, so that we can keep trace of how effective we have been at attracting and recruiting applicants from all sections of the community.

All information is confidential and will be treated separately from your application. It will be used for statistical purposes and workforce records only. Your co-operation in providing the information assists us in this process.

Guaranteed Interview Scheme for Applicants with Disabilities

Lambeth Council is committed to the employment and career development of disabled people. To demonstrate our commitment we use the Disability Symbol which is awarded by Job Centre Plus. This means we guarantee an interview to any disabled candidate whose application meets the minimum essential criteria for the post.

If you are applying under the Guaranteed Interview Scheme, you will need to give evidence or examples of your proven experience in the areas marked with 'two ticks' on the person specification when you complete the application form.

Schools are advised to manage recruitment processes with reference to this scheme.

What do we mean by disability?

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

Safer Recruitment

Lambeth is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its staff and volunteers to share this commitment.

Our selection process is based on good practice in selecting the best candidate for the job; ensuring equality of opportunity for all applicants whilst deterring and rejecting those who may be unsuitable to work with our service users.

It is expected that candidates should be aware and understand their duties and responsibilities in relation to child protection and safeguarding children, young people and vulnerable adults as it applies to the duties and responsibilities of the post applied for. All Council/School employees must ensure their line manager is made aware and kept fully informed of any concerns they may have in relation to safeguarding/protecting vulnerable groups.

Please note:

Casual, temporary staff and volunteers are subject to the same checks as those made for permanent positions.

Applicants will be challenged where inconsistencies exist. Please be aware that confirmation of start date for an appointment will only be made after receipt and verification of satisfactory checks.

Interview Arrangements and Appointments

The Recruitment Process

Your application will be reviewed by the interviewing panel and considered for shortlisting. It is likely interviews and testing will take place within four weeks of the closing date. Due to the large number of applications we receive and in the interest of economy, we will only contact applicants who are shortlisted.

If you are shortlisted, you will be notified by email or letter and given a minimum of five working days notice of testing and interview dates, where possible. You will be advised of the specific type of testing and may receive test samples for you to complete at your convenience. On some occasions invitation to an interview may be via a telephone discussion.

If you have a disability or have any other requirements you wish us to consider, please notify the recruitment consultant upon receipt of your invite.

Notice

If successful in your application you should **not** terminate your present employment, until all checks are verified and a suitable start date has been confirmed with the School or Schools Human Resources.

Evidence of Written Qualifications

If you are successful in your application to a post requiring qualifications, you will need to bring original evidence of these qualifications when you report for work on your first day.

Induction

The introductory process, known as induction, is very important to both the Council/School and the new employee. It is the final stage in the recruitment procedure through which a new employee is introduced to the culture, ethos and objectives of the organisation as well as the job, its context, and new work colleagues.

Declaration of Interests

The Council/School expects honesty and integrity from its employees. We require employees to disclose external interests and/or to withdraw from activities, which could conflict with the Council/School's interests or undermine public confidence. This includes a requirement that all employees must declare membership of secret society organisations.
Employees are therefore required to complete a declaration form prior to joining the organisation. Management will then be able to assess any potential conflict of interest and take appropriate action by delegating responsibility for the work or a particular project to another employee. This will be done in consultation with the employee concerned.

In making such a declaration, the Council/School wishes to assure employees that they will not be discriminated against (at the point of selection or after appointment). However, it must be pointed out that failure to declare membership of such organisations may render an employee liable to disciplinary action.

Debt to the Council

It is a disciplinary offence to have unauthorised debt to the Council (e.g. rent/service charge arrears; Council tax arrears). Applicants must declare if they have any debts to the authority prior to taking up their appointment. The Council reserves the right not to appoint applicants who have debts with the Council/School and who have not made arrangements to repay these debts.

Immigration Asylum and Nationality Act 2006

This Act requires employers to take reasonable measures to ensure that employees demonstrate current and valid permission to work in the UK. All employees will therefore be asked to produce original documentation, which verifies their employment status and meets the requirements of the Act. Further information will be provided on appointment.

Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc in line with the above Act. Copies will be taken and originals returned to you.

Equal Opportunity Employment Policy

1. Statement of policy

1.1 The Council/School accepts that in society, groups or individuals may have been disadvantaged in the past and, as a result, as a major employer in a multi-racial area, is committed to taking positive steps to redress the balance. The Council/School, therefore, commits itself to the task of establishing and developing an equal opportunity employment policy for members of disadvantaged groups. The Council/School believes it is essential to eliminate discrimination and to promote good relations and equality of opportunity.
In addition to its moral responsibility, the Council/School accepts the statutory requirements laid down in the Race Relations Act (particularly Section 71), the Sex Discrimination Act, and the Equality Act 2010. It will also ensure that all individuals connected with the provision of services by the Council/School will not hinder this policy. The Council/School will ensure this by making known its commitment to equal opportunity.

1.2 The purpose of this document is to clarify the Council/School's commitment to preventing discrimination and stimulating equal opportunity. Although this document concentrates on equal opportunity in employment, the Council/School is fully committed to the broader principles of social justice and the active promotion of equal opportunity in the provision of all its services to the community. This statement outlines the main disadvantaged groups towards whom the policy will be directed. Specific initiatives and codes of practice will be subsequently developed to put the policy into effect.

1.3 The Council/School, as a major employer in the area, recognises the need for an equal opportunity policy. The policy concerns all matters related to employment affecting individuals and groups whether they are actual or potential employees. The active promotion of this policy is specifically directed at members of disadvantaged groups. Disadvantaged groups can be identified according to race, colour, creed, ethnic or national origin, disabilities, age, sex, sexual orientation, marital status or class. The Council/School is convinced that it is morally wrong to hinder equality of opportunity on such grounds and further, recognises that passive policies will not in themselves provide equality of opportunity.

Terms and Conditions of Employment

Conditions of Service

Appointments are generally subject to the Joint Negotiating Council for Local Government Services and Greater London Provincial Council as supplemented by the Council's local conditions of service and the conditions of Service for School Teachers in England and Wales (the Burgundy Book).

Probation Period – Support Staff

All new employees are required to complete a six-month probationary period (even if you are coming from another local authority). During this period, three formal reviews will be undertaken at two, four and six month intervals. Existing employees moving to other jobs within the Council will be subject to a review period in line with the probationary procedure. If your probationary period is unsuccessful, your contract may be terminated by giving the appropriate notice.

Induction period – Newly Qualified Teachers

All Newly qualified teachers are required to complete a one year period of induction at the end of which there will be a final assessment by the Headteacher and the appropriate body.

Medical

An offer of appointment will be subject to satisfactory medical clearance.

Right to live and work in the UK

The Council is licensed as an A-Rated Sponsor under Tier 2 by the UK Border Agency (UKBA). This allows us to issue Certificates of Sponsorship (CoS) to non-EU individuals who have been offered employment with the Council. A CoS does not guarantee leave to enter or leave to remain in the United Kingdom. The individual must complete an Application for a Grant of Leave Under Tier 2 (General/Intra Company Transfers) in order to be granted leave to enter or remain in the UK.

We are unable to maintain or accommodate an individual during their first, or any subsequent month in the UK, so it is important that you have the required amount in savings (currently £800) to be able to support yourself in the UK, until you receive your first salary.

If you are appointed to a permanent post with the Council/School, your contract of employment will terminate in line with the expiry date of your visa/leave to remain in the UK. If your visa is extended, your contract will be extended to the renewed end date. We cannot issue a contract of employment that exceeds the end date of your current visa/leave to remain.

Pension – Support Staff

The Council has its own pension fund, which is administered in accordance with the Local Government Pension Scheme (LGPS). The pension contribution rate is based on an employee's whole-time equivalent pensionable pay. Term-time only employees pay a contribution rate based on the full-time equivalent term-time pay.

An employee will automatically join the Local Government Pension Scheme if they have a contract of employment of three months or more duration. If someone has a contract of less than three months and it is extended to three months or more, then the person becomes eligible to join the LGPS and can backdate their entry to the scheme from the first day of employment.

New casual employees will join the LGPS if they have a mutual obligation casual contract for at least three months. This means that they would have to be offered and accept work every day for at least three months.

Employees with more than one job can choose to be in the LGPS for all, some or none of their jobs.

Employees may opt out of the scheme (for any or all of their jobs) at any time by informing the HR Pensions team in writing.

Once you have been a member of the LGPS for more than three months, you will not be entitled to a refund of pension contributions.

An election to transfer previous pension rights must be made within 12 months of joining the LGPS.

Employees cannot join or remain in the LGPS after their 75th birthday.

Pension – Teaching Staff

Employees who work full-time or part-time will automatically join the Scheme unless they complete a form to opt out of the Teachers Pensions Scheme.

To help people save for their retirement the Government requires all employers in the UK to automatically enrol their workers into a workplace pension at fixed dates if they meet certain criteria. This legislation will mean that if you are not already a member of either the LGPS or Teachers' Pension Scheme you will automatically be placed in the scheme relevant to your post if you meet specific criteria.

Further information on the relevant criteria can be found on:
www.gov.uk/workplace-pensions

Politically Restricted Posts

Previously, certain posts, determined by the level of the salary band were 'politically restricted'. This meant that individuals who held them were effectively prevented from having any active political role either in or outside of the workplace. This not only prevented post holders from holding political office, but also restricted them from canvassing or from speaking in public and publishing documents, which might give the impression that they are advocating support for a political party.

There has been a change in the law – the automatic bar based on salary has been removed and from now posts which are politically sensitive, will be covered by the new restrictions. If your post is politically sensitive, this will be stated in the job description.

What constitutes a politically sensitive post?

A politically sensitive post is where the post holder: (a) gives advice on a regular basis to the Council, to any committee or sub-committee of the Council or to any joint committee on which the Council is represented; and/or (b) speaks on behalf of the Council on a regular basis to journalists or broadcasters.

Employee Benefits

A variety of benefits are available as detailed below.

Salary – Support Staff

The Council/School offers a competitive and flexible salary structure. Appointments are made at the minimum point of the scale at which the job is graded. Exceptions may be made where the candidate is currently in receipt of a higher salary, (excluding bonuses or benefits) in their current paid employment and would therefore be disadvantaged if placed on the minimum. In such circumstances the Council/School will consider matching their current salary providing it does not exceed the grade of the post.

For applicants who are currently unemployed the Council/School will consider matching their last paid employment.

To qualify for any salary matches, original documentary evidence must be provided to the School or Human Resources for consideration. e.g. a current payslip, (issued in the last 3 months before commencing employment with the Council/School) and/or a P60.

Salary – Teaching Staff

Teaching staff are paid in accordance with the School Teacher's Pay and Conditions Document and the School local Pay Policy.

Leave Entitlement - Support Staff

Full-time employees annual leave provision is arranged as follows:

Local government service	Usual annual leave entitlement
Up to 5 years' continuous service	26 days
5 years' or more continuous service	31 days
10 years' or more continuous service	34 days

Please note:

This is in addition to the public holidays. The above entitlements may vary where local terms and conditions apply. Annual leave for part-time employees will be pro-rated accordingly.

The annual leave year runs from 1st April to 31st March. Entitlement to additional leave after 5 and 10 years service is calculated initially on a pro rata basis from the following month (unless the anniversary is the first of the month) of the anniversary of the continuous service date, then at the full additional entitlement from the beginning of the following leave year (1st April). You will also be paid for public holidays.

Maternity and Adoption Leave - Lambeth Enhanced Maternity package

Employees with 12 months or more continuous service at the beginning of the 11th week before the expected week of confinement (EWC) are entitled to 40 weeks paid leave (10 weeks' full pay, six weeks' 9/10ths pay and 24 weeks' half pay). If requested, unpaid leave of up to 12 weeks is also available. There is also provision for paid adoption leave. Statutory maternity provisions may be available to staff with less than 12 months service.

Please note:

Not all schools have adopted the Lambeth Enhanced Maternity package, in such cases the Burgundy Book, Green Book or statutory provision applies.

Special Leave

There is provision for additional paid special leave in cases of bereavement or care of dependants. All special leave is discretionary and subject to managerial approval and granted in accordance with the agreed School's Leave Code.

Job Sharing

The Council/School makes provision for job sharing as an alternative to full-time employment. In job sharing, two people may share one job and one salary, allowing greater flexibility for those who want to pursue a career but, for whatever reason, do not wish to work full-time.

Flexible Working Arrangements

The basic working week (except for teachers) is 35 hours, unless you are applying for job share or a part-time post. In some areas, contractual overtime may also be required. Each school operates flexible working arrangements capable of meeting their individual business needs and supporting a good quality of service delivery.

Flexible working legislation provides an employee, who meets the qualifying criteria, with the right to request flexible working arrangements. However, whilst every request will be considered in conjunction with the needs of the School, there is no automatic entitlement to flexible working requests being agreed.

To be eligible to make an application the employee must:

1. Be an employee, but not an agency worker.
2. Have 26 weeks continuous service at the date of the request.
3. Not have made another application to work flexibly under the right during the past 12 months.

Travel Benefits

Travel benefits available include:

1. Essential car user allowance or casual care user allowance for designated posts, depending on extent of usage.
2. Annual season ticket loan – the Council/School provides interest-free loans for season tickets for employees to travel to and from work, following the successful completion of the six month probationary period, where appropriate.
3. Bicycle loans and car loans – available to cyclists and essential car users.
4. Travel grants for those who cannot use public transport and who incur extra costs travelling to work because of their disability is available under the government Access to Work Scheme.

Cyclescheme

This scheme allows you to purchase a bicycle, accessories and safety equipment which are paid upfront by the Council. You then pay monthly amounts direct from your salary over a period of 12 months. The scheme allows you to pay back the loan on your bike, accessories and safety equipment from gross rather than net pay for the 12 month hire period, allowing you to benefit from income tax and National Insurance (NI) relief. Your salary will be reduced according to the value of the bicycle you select. No income tax or NI contributions will be due on these payments, reducing the cost of the bike to you by between 30 to 50 per cent.

Please note:

If you work at a Lambeth school and are paid through Lambeth Council's payroll you are eligible for this scheme (providing you meet the criteria above).

If your school has its own payroll service, the school can liaise with Cyclescheme directly to set up this service through their payroll provider.

Reduced Price Gym Membership

Lambeth has arranged with Council leisure centres, for staff to have access to reduced price membership.

Childcare Vouchers

Lambeth works in partnership with Edenred to offer staff help towards their childcare costs (subject to eligibility criteria). The cost of vouchers is deducted from the individual's salary each month. The advantage is that you save the cost of tax and NI on this amount of your income.

Sick Pay Entitlement – Support Staff

In addition to your entitlement to Statutory Sick Pay (SSP), the Council/School has an occupational sick pay scheme, which entitles employees to periods of full and half pay depending on their length of service. There is a maximum of six months full pay and six months half pay after five years service.

Sick Pay Entitlement – Teaching Staff

Entitlement to sick pay is based on aggregated teaching service excluding any breaks in service. The provisions relating to sickness payments can be obtained from the School Office or the Schools Human Resources section.

Smoking Policy

The Council/School takes the view that smoking must be actively discouraged in the workplace and does not allow its employees or visitors to smoke in any Council building/School or outside the main entrance, other than in designated smoking areas.

Dress Code

The Council/School has a dress code, which covers all staff irrespective of whether or not they are working in direct contact with the public. A copy of the dress code will be made available as part of the induction.

Equalities in Employment

The Council/School's aim is to eliminate harassment, victimisation and bullying. Everyone is to be treated fairly and with respect and is entitled to work in an environment free from harassment, victimisation and bullying.

Wellbeing

Occupational Health

The Council/School is committed to the health and well being of its staff. The Occupational Health Scheme offers a range of services, including: display screen equipment eyesight tests, night worker health assessment, vaccinations and immunisations, health promotion events and health and safety services.

Communications and Development

The Council/School is committed to developing staff and providing learning opportunities. Training is an considered essential means of improving service provision, organisational efficiency and career development as well as promoting equal opportunities and positive action. Much of the training provided is designed to enable the organisation and its workforce to respond to rapidly changing circumstances and to maintain and improve the quality of service delivery. Courses supported by the Council/School fall into a number of major categories. These opportunities consist of both in-house and external courses, and include training leading to formal qualifications.

As a general rule, all applications for development facilities and opportunities will be considered within the context of service and Council/School priorities.

Employee Appraisal Scheme and Supervision

The Council/School is committed to making sure that all employees are equipped with the necessary skills, knowledge and expertise to enable them to perform to the best of their abilities. As a result, all employees are appraised twice yearly. A supervision scheme is also in place, which aims to provide support to all members of staff in carrying out their work.

Appraisal for Teachers

For Teachers there is a performance review. A copy of the Appraisal Policy will be made available as part of the induction.

Internal Communications

Available where schools have access to the Council's Intranet.

Newsletters, e-bulletins, team meetings, a staff awards scheme and drop-in sessions aim to make sure that staff and managers:

1. Are informed about key developments across Schools and the Council as a whole.
2. Have access to senior managers.
3. Understand fully the aims, objectives and performance of the Council's services.
4. Feel supported, appreciated and rewarded.
5. Receive information about national policies and best practice.

Trade Union Membership

The Council/School supports the system of collective bargaining and believes in the principle of solving industrial relations issues by discussion and agreement.

The Council/School encourages staff to belong to a recognised trade union.