

EMPLOYMENT INFORMATION FOR TEACHING POSTS

Thank you for expressing an interest in employment with East Lothian Council.

Information regarding employment is detailed below. If you require any further information please do not hesitate to contact Human Resources on:

01620 827868

INTRODUCTION

One of Scotland's most scenic areas, East Lothian covers an area of some 270 square miles containing two nursery schools, 35 primary schools and six secondary schools. It has a population of around 94,440 and extends from Musselburgh, the largest town, eastwards to Dunbar. East Lothian is the seventh smallest mainland authority in Scotland, with 23 elected members and approximately 4,500 employees. The Council's headquarters are in the market town of Haddington, which is approximately 20 miles from Edinburgh.

HOURS OF WORK

Head Teachers and Deputy Head Teachers will carry out their responsibilities to the extent that it is necessary for their effective discharge. It is recognised that the execution of these duties does and will continue to require a reasonable and recurrent professional commitment beyond the normal working week. The working hours for full time teachers are 35 hours per week. The hours for part-time teachers will be pro-rata. The contractual class contact time will be advised upon appointment and will be in accordance with the national provisions.

LEAVE

The leave year commences on 1st September each year, and the annual leave entitlement (including public holidays) is the balance of days beyond the teacher's working year of 195 days for full time teachers.

SICKNESS ALLOWANCE

The scheme provides for 1 month's full salary and 1 month's half salary rising up to 6 months' full salary and 6 months' half salary dependent on length of service.

SUPERANNUATION

You are eligible for admission to the Scottish Teachers Superannuation Scheme. This is a contributory scheme known as a career average scheme, with benefits being related to earnings and service.

MEDICAL SCREENING

All appointments are subject to medical assessment by means of a questionnaire, which is completed by the preferred candidate. An Independent Occupational Health Advisory Service on behalf of the Council reviews the questionnaire. Following review of the questionnaire, if the Independent OH Advisory Service determines that a medical appointment is required, the individual will be advised of this either by attendance at Occupational Health or via a telephone consultation with Occupational Health. Participating in a medical assessment is a condition of employment. Failure to participate in a medical assessment could result in dismissal or disciplinary action by East Lothian Council.

FLEXIBLE WORKING

The Council has in place a WorkSmart Policy for staff with 26 weeks continuous service that promotes flexibility in working arrangements. Not all posts are suitable for Flexible Working.

The WorkSmart Policy covers applications for:-

Part-time working Job Sharing Variation in hours

GUARANTEED INTERVIEW SCHEME FOR PEOPLE WITH DISABILITIES

The Council's recruitment and selection policy provides for positive action towards disabled people. If you have a disability and if, from the information you have given on the application form, you appear to have the minimum skills, experience and other attributes required for the post, you will be guaranteed an interview. If you consider yourself to be a person with a disability you should tick the 'yes' box in the section within the application form and also the Equal Opportunities monitoring form.

PVG/DISCLOSURE SCOTLAND CHECKS

East Lothian Council undertakes Criminal Record checks for preferred candidates who are applying for specific posts dealing with children or protected adults, as specified in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007. These checks are carried out by Disclosure Scotland.

All teaching posts require that a criminal record check is carried out, and you will be asked to bring 3 original pieces of official identification to any interview you attend. Full instructions will be sent to those applicants invited for interview.

You will not begin employment with East Lothian Council until the check has been completed. The employee is responsible for paying the fee associated with joining the PVG scheme.

For more information on PVG/Disclosure checks please visit the Disclosure Scotland website www.disclosurescotland.gov.uk

CANDIDATE INTERVIEW EXPENSES

Candidates travelling to attend an interview can claim expenses at public transport rates. A form will be given to candidates at interview.

FEEDBACK

If you are not successful, and would like feedback on your application, the Council will provide this. Any requests for feedback regarding an application should be made by contacting the chairperson of the selection panel to arrange a suitable date/time.

DATA PROTECTION

The information you provide on the application form and any supplementary forms will be used to assist in the process of recruitment and selection in accordance with the Policy of East Lothian Council. If you are successful in your application the information you provide will be used for personnel and payroll purposes. By signing the declaration section of the application form, or ticking the waiver on the online application, it is understood that you consent to the use and storage of your personal information for the above stated purposes.

DATA MATCHING

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

POLITICALLY RESTRICTED POSTS

Certain posts are designated as politically restricted posts under the Local Government and Housing Act 1989 with a restriction on public political activities. Employees are notified if this applies to their post in their contract of employment.

WORK OUTSIDE THE COUNCIL

East Lothian Council is responsible for the administration of extensive public funds and therefore employees are not allowed to carry out private practice or other paid employment without prior consent. This is to ensure that there is no possible conflict of interest and also that your health and performance in the job to which you may be appointed are not likely to be adversely affected

RELOCATION

The Council operates a Relocation Scheme which is available to employees recruited to the Council's permanent establishment and who at the time of accepting appointment reside outside the Lothians and who therefore require to move home in order to reside within a reasonable travelling distance of their place of work, or their job specifically requires them to be near at hand. In any matter of interpretation it shall be delegated to the Chief Executive to determine eligibility upon the recommendation of the relevant Executive Director.

TRADE UNION MEMBERSHIP

Employees have the right to join and take part in the activities of an appropriate trade union.

EMPLOYEE BENEFITS

We have several employee benefit schemes in place to help save employees money including:

- Childcare Vouchers (a salary sacrifice scheme)
- Cycle to Work Scheme (a salary sacrifice scheme)
- Local shopping discounts
- Sports Centre Discounts

NO SMOKING POLICY

It is Council Policy that smoking is not permitted at work.

COMPLAINTS

The Council has a Feedback Policy, which includes the consideration of complaints. All applicants have access to it if they feel they have been unfairly treated during the recruitment and selection process. External applicants should direct any concerns to the Head of Human Resources and internal applicants have recourse to the Council's Grievance Procedure.

"Equal Opportunities" means the prevention, elimination or regulation of discrimination between persons on grounds of sex, marital status or social grounds, or on grounds of disability, age, sexual orientation, language or social origin or of other personal attributes, including beliefs or opinions such as religious beliefs or political opinions. (The Scotland Act 1998).