



### CONDITIONS OF EMPLOYMENT

1. Salary: £36,109.27 (FTE 60182.12 per annum).
2. Hours of Work: 21 hours per week working Monday, Wednesday and Friday within the range 8.30 am to 5.30 pm by arrangement with the line manager. The nature of the work undertaken requires flexibility in interpretation of working time and, according to the exigencies of the Union, teacher-related staff must be available on a reasonable basis outside normal office hours. Overtime is not payable.
3. Membership/Roles with other Trade Unions/Organisations: You must relinquish any membership(s), or roles, or formal positions you hold with any other teaching union, or any competitor organisations of the NASUWT
4. Leave: The annual leave year is January to December. The leave Entitlement for the first full and subsequent years is 30 days. In respect of any part-year worked it is 2½ days for each completed calendar month (pro rata). Leave is authorised by the National Official taking account of the need for staff cover throughout the year.  
  
There are 8 fixed public holidays plus 12 additional closure days per year. These will be Pro-Rata to the working hours.
5. Pension: The current arrangements are that staff are auto-enrolled into a career average revalued earnings pension scheme which is a defined benefits scheme.
6. Medical: For external appointees, an offer of employment is conditional on a satisfactory pre-employment medical questionnaire. This requirement does not affect the rights of appointees under the Equality Act 2010.
7. Probationary Period: For external appointees, there is currently a 6 month probationary period.
8. Service: For the purpose of employment legislation the period deemed to constitute continuous service at NASUWT begins on the date when work actually commences.
9. Notice Period: The post holder is required to give 3 months' notice of termination of employment. 3 months' notice of termination of employment will be issued by NASUWT. If the post holder is not confirmed in post at the end of the probationary period 1 months' notice is required. The NASUWT is entitled to dismiss the post holder at any time without notice in circumstances of gross misconduct.
10. Trade Union Recognition: NASUWT recognises Unite and GMB for purposes of collective bargaining.