

HEAD TEACHER, CITY OF LONDON SCHOOL FOR GIRLS

The following matters are delegated to the Head Teacher.

Operational

1. The letting of school premises in consultation with the City Surveyor.

HR

2. In relation to Teaching Staff:

Creation of Posts

- (a) to make appointments below the level of Head of Department, provided that they are funded from the approved budget and adhere to City of London Corporation salary structure, terms and conditions for teachers. **To be reported to Board of Governors;**
- (b) to approve additional responsibilities, provided that they are funded from the approved budget. **To be reported to Board of Governors.**

Appointments

- (c) to appoint the Director of Studies, with final selection in consultation with the Chairman and Deputy Chairman of the **Board of Governors;**
- (d) to appoint Heads of Departments and Teachers;
- (e) to approve overlapping of employment in a post, provided it can be funded from approved budget;
- (e) to appoint casual agency staff and temporary staff for up to one year, subject to adequate provision within the temporary staffing contingency fund;
- (e) to permit the extension of posts and employment contracts of administrative/support staff, provided funding is met from the approved budget, in consultation with the Director of HR and the Pay Office. **To be reported to Board of Governors.**

Employment policies, procedures and contracts

- (f) to issue to teachers – in consultation with the Director of HR;
- (g) to issue to administrative/support staff, subject to consultation with HR and recognised Unions.

Salary Structure and Increases

- (h) to approve responsibility allowances, provided can be funded from approved budget. **To be reported to Board of Governors;**
- (i) to approve recruitment increment subject to prior consultation with the Director of HR (additional increment/part increment can be awarded if there are

demonstrable problems in recruitment or retention for a particular teaching post).
To be reported to Board of Governors.

Payments

- (j) to approve extensions of payments beyond 26 weeks and up to 52 weeks, in consultation with the Director of HR;
- (k) to approve payment of the Lump Sum Allowance for Newly Qualified Teachers, in accordance with the policy approved by Establishment Committee.

Leave of Absence

- (l) to approve paid work during term-time, in accordance with policy agreed by **Board of Governors**;
- (m) to approve unpaid leave whether or not additional costs are incurred for cover, provided can be funded from approved budget;
- (n) to approve compassionate leave with pay for between 1-5 working days, in accordance with the policy agreed by Establishment Committee;
- (o) to approve compassionate leave with pay for between 6-10 working days, in consultation with the Director of HR.

Termination of Employment

- (p) to give notice of redundancy in consultation with HR and adherence to City of London Corporation policy on teacher redundancy. **Report to Board of Governors and Establishment Committee;**
- (q) to approve voluntary early retirements without enhancement and not due to redundancy or in the interests of efficiency, subject to consultation with the Director of HR and approval of Teachers Pensions;
- (r) to approve early retirements on the grounds of ill health where supported by the Occupational Health Manager, subject to consultation with the Director of HR.

Dismissal

- (s) to dismiss the Director of Studies, in consultation with the Chairman and Deputy Chairman of the **Board of Governors** and the Director of HR;
- (t) to dismiss Heads of Department, Teachers and administrative/support staff, following consultation with the Director of HR.

Suspension

- (u) to suspend the Director of Studies, in consultation with the Chairman and Deputy Chairman of the **Board of Governors** and the Director of HR;
- (v) to suspend Heads of Department, Teachers and administrative/support staff, following consultation with the Director of HR.

3. In relation to Administrative Staff:(a) to approve dismissal only following consultation with the Director of HR;
- (b) to approve suspension, following consultation with the Director of HR.