

HEAD TEACHER, CITY OF LONDON SCHOOL

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 Senior Teacher, with final selection in consultation with Chairman and Deputy Chairman of the Board of Governors;
- d. to appoint Teachers;
- e. to approve overlapping of employment in a post, provided it can be funded from approved budget.

Employment policies, procedures and contracts

- f. to issue to teachers – in consultation with the Director of HR.

Salary Structure and Increases

- g. to approve responsibility allowances, provided can be funded from approved budget. **To be reported to Board of Governors;**
- h. 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.**

Leave of Absence

- i. to approve paid work during term-time, in accordance with policy agreed by **Board of Governors;**
- j. to approve unpaid leave whether or not additional costs are incurred for cover, provided can be funded from approved budget.

Termination of Employment

- k. to give notice of redundancy in consultation with the Director of HR and adherence to City of London Corporation policy on teacher redundancy. **Report to Board of Governors and Establishment Committee.**

Dismissal

- l. to dismiss the Second Teacher, in consultation with Chairman and Deputy Chairman of the **Board of Governors** following consultation with the Director of HR;
- m. to dismiss Heads of Department, Teachers, and Assistant Bursar.

Suspension

- n. to suspend the Senior Teacher, Heads of Department, Teachers, and Assistant Bursar, 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.