

Committee(s)	Dated:
City of London Freemen’s School Board of Governors City of London School Board of Governors City of London School for Girls Board of Governors	27 September 2018 17 October 2018 8 October 2018
Subject: Guidance for Extra Duties for teaching staff	Public
Report of: Chrissie Morgan - Director of Human Resources	For Information
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Summary

This report for the Boards of Governors outlines the City of London Corporation’s guidance on the process of how teaching staff in the three city schools are selected to carry out duties outside of their substantive role, with or without an allowance.

Recommendation

Members are asked to note the report.

Main Report

Background

1. As the City of London Corporation is one employer, the schools were keen to undertake a cross school review of responsibility allowances including to:
 - review the types of allowances being allocated;
 - review the administration and allocation of the allowances.

2. During the review of “Responsibility Allowances” at the three city schools, it was identified that there were two types of duties that receive a responsibility allowance:
 - those that form part of a substantive role e.g. Head of a department;
 - those that are extra to the specific teaching role that could be undertaken by any teacher.

3. The former allowances are allocated to a role, therefore when a teacher is recruited and appointed into the role they receive the allowance that is associated specifically with that role. For this reason, these allowances are governed by different rules and removing or changing them would be a change to terms and conditions.

4. With the latter (extra duties) there are varying practises at the schools because each of the schools have different needs and staff different activities. Each school determines and holds their list of extra duty roles. This means that some are similar across schools but they can also be unique to an individual school. In some circumstances, recognition of carrying out an extra duty is solely by giving a time allocation within the timetable, rather than being financial; in some cases, time and allowances are given.
5. Extra duties are not static and some can develop and expand whilst others may, diminish or no longer be required.
6. It has been identified that over time, the way that the schools have allocated and administered these has resulted in some differences across the schools and so the opportunity was taken to put in place a consistent approach.

Current Position

7. There is a need to ensure that the extra duties and their allowances, if applicable are awarded fairly, reviewed regularly and withdrawn when no longer required.
8. There is also a need to allow all teachers as appropriate the opportunity to undertake the extra duty.
9. Therefore, it is important to have a framework for the three schools that enables these duties to be created or removed according to the needs of the school. There is also the need to have some flexibility to adjust the levels according to the 'size' and complexity of the duty at the local school level, especially given that the three schools have differences in size of year groups and / or numbers of pupils taking a particular subject or activity.
10. The duties that have been identified as extra to teaching are to be governed and covered in the 'Guidance for extra duties' and placed into the Teachers' Guide. (attached as Appendix 1).
11. These have been raised at the JCC for comments and the schools will be following the guidance with regard to extra duties as attached as appendix 1

Conclusion

12. This review has identified the need to have a more consistent approach to the identification, allocation and review of those extra duties that can be allocated to any teacher.

13.A 'Guidance for extra duties' document has been produced to be placed into the Teachers' Guide. A standard template letter has also been devised to confirm details of the extra duty with the recipient. The review of responsibility allowances that form part of the substantive role is underway and will be reported to a future meeting of the Committee.

Appendices

- Appendix 1 – A1 Guidance for extra duties

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