

A1 Guidance for extra duties that are unrelated to a substantive role

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Statement of intent

1. The City of London Corporation is committed to allowing teachers at the three City of London schools to undertake extra duties, timetable permitting, that are unrelated to the individual job description.
2. The City of London Corporation recognises it is important to have a framework in which any role is awarded, monitored, evaluated and reviewed to ensure a consistent and fair approach within and among the three City of London schools.

Scope

3. This guidance will be applicable to teachers at the three City of London schools. Local procedures will apply as to the operation of the guidance. This guidance does not form part of any teacher's contract of employment and it may be amended at any time.

Purpose

4. To provide a process to ensure the agreed extra duties and their allowances if applicable are awarded fairly, reviewed regularly and withdrawn when no longer required.

Aims

5. To ensure the three City of London schools continue to have a degree of autonomy in applying allowances and time given for these extra duties, with the support of Corporate Human Resources who will provide equalities reports annually to management.

Principles and Responsibilities

6. Managers should:
 - Advertise all allowances for the agreed extra duties openly to all teaching staff
 - Interview those who have expressed an interest in undertaking the advertised role.
 - Check if the teacher is carrying out any other agreed extra duty, is in receipt of any allowances for extra duties or any responsibility allowance linked to their substantive role.
 - Carry out a review of how the teacher has performed the extra duties of the role at least annually.
 - Review, at least annually, if there is still the need for the role, that the allowance if paid and time given is appropriate.
 - Give one term's notice if the duty and / or allowance will end.
7. Employees are expected to:
 - Perform the duties outlined in the summary of duties.
 - Give one term's notice if they no longer wish to undertake the duty.
8. Human Resources will:
 - Write to staff when they take on agreed extra duties, detailing the level and amount of the allowance, outlining how often and when the allowance will be reviewed and what notice will be given when the allowance is removed. A summary of duties detailing what is expected will be included with the letter.
 - Liaise with the Pay Office to ensure details of those in receipt of an allowance are recorded for payment and reporting purposes.

- Ensure that employees do not normally have more than two extra duty roles or allowances; however in exceptional circumstances this can be reviewed at the Head's discretion.