****Part 1**

**Private and Confidential**

Date

Your Ref: <<Personnel Number>>

Dear

**Appointment with Oxfordshire County Council or Governing Body**

I am writing to confirm the offer of an appointment with Oxfordshire County Council or where you are employed in an Aided or Foundation School, the Governors of that school, under the terms and conditions set out in this contract, the agreement made with the National Employers’ Organisation for School Teachers and the six teacher organisations, otherwise known as the ‘Burgundy Book’, as amended by agreements negotiated locally with the recognised trade union for your employment.

All appointments are subject to satisfactory vetting and checking applicable to the role and in accordance with the council’s policy.

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| --- | --- |
| Surname:  Forenames:  Post Title:  Start Date:  Salary Grade:  Commencing Annual Salary (FTE): | School:  Employment Percentage  Contract Type:  Reason if a Temporary Contract:  End date:  Continuous Service Date (continuous service with any local authority (or one of its constituent authorities under the Local Government Act 1972) : |

Allowances: Inland Revenue All Car Mileage Rate

If resident, address of accommodation to be occupied (see part 2:17):

Other conditions/information:

If this is a temporary post, it will end on the date specified herein or upon the return of the substantive post holder, whichever is sooner.

If you are in receipt of a Teaching, Learning and Responsibility Allowance (TLR1 or TLR2) one of the following 5 statements will apply:

* The role involves significant responsibility which is focused on teaching and learning.
* The role involves significant responsbility which requires the exercise of a teacher’s professional skills and judgement.
* The role requires the teacher to lead, manage, and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum.
* The role has an impact on the educational progress of pupils other than the teacher’s assigned classes or groups of pupils and involves leading, developing and enhancing the teaching practice of other staff.
* The role involves leading, developing and enhancing the teaching practice of other staff.

If you are in receipt of a TLR3, it will be paid for a clearly defined time-limited school improvement project, or a one-off externally driven responsibility. The duration of the fixed-term will be determined at the outset and payment will be made on a monthly basis for the duration of the fixed-term.

Following your agreed start date, you will be deemed to have accepted the terms and conditions of employment.

In the meantime, if you have any queries regarding this offer, please do not hesitate to contact us <school email address or contact number>. In all communications, please quote your vacancy reference number.

Yours sincerely