

**Information For Applicants - Teachers**

The following notes relate to the post you have applied for. They provide general information and do not form part of any subsequent Contract of Employment.

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| **Conditions of Service** | Conditions of Service are those of the Scottish Negotiating Committee for Teachers as adapted and amended by Argyll and Bute Council |
| **Hours of Work** | Normal hours of work for a full-time post will be 35 per week. |
| **Pay** | Pay will be as indicated in the post advertisement. Annual increments, where appropriate, are paid on 1st August each year until the maximum of the grades is reached. Salary will be paid 1 month in arrears, directly into your bank account in the last week of each month. |
| **Annual Leave /****Public Holidays** | The annual leave for the post is 40 days (pro rata for part time employees and those working other than 5 days a week). In addition there are up to 26 days per annum designated as school closure days.The annual leave year runs from 1st September to 31st August. |
| **Sick Pay** | Employees with 18 weeks or more continuous qualifying service are entitled to 1 month full pay and 1 month half pay, rising to 6 months full pay and 6 months half pay after 5 years service. There is no entitlement to sick pay for employees with fewer than 18 weeks continuous qualifying service. |
| **Pension** | Employees with permanent contracts become members of the Scottish Teachers’ Superannuation Pension Scheme, unless they apply to opt out. The employee contribution is based on salary level. The Scottish Teachers’ Superannuation Pension Scheme is currently a final salary scheme. |
| **Travelling** | Certain posts require the post holder to have access to a car for business purposes – therefore, where specified postholders must hold a full driving licence and the vehicle must be insured accordingly.All business mileage will be reimbursed at the current recommended Inland Revenue rates.A car loan/leasing scheme is available for such postholders.Officers incurring expenses for meals or accommodation whilst on official duties away from the normal place of work will be paid the Council’s Subsistence Allowance as appropriate. |
| **Group Life Assurance Scheme** | A non-contributory Group Life Assurance Scheme is in operation, which provides a benefit of one year’s salary to the dependants of permanent employees who die whilst in the service of the authority before the age of 65 |
| **Interview Expenses** | Travelling and subsistence expenses reasonably incurred will be reimbursed as detailed in the email inviting you to interview. (Local Authority subsistence rates should be taken as a guide). Expenses will not be reimbursed for return journeys of 100 miles or less. In the event of a candidate withdrawing his/her application or refusing an offer of employment on grounds which the Council deems to be inadequate, no expenses will be paid.Loss of salary or wages is not reimbursable. |
| **No Smoking Policy** | The Council operates a No Smoking Policy on its premises for employees, elected members and members of the public. |
| **Website** | For more information about the Council and other general information please visit our website: [www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk)  |

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