# **APPOINTMENT OF TEACHER NEW – September 2023**

**FIRST CLASS**

[Name

[Address]

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Dear [Name]

[Name of School] **School**

On behalf of the Governing Body, we are pleased to confirm that all the required pre-employment checks have now been completed.

Please find enclosed the following documents:

1. (a) Two copies of your contract of employment - which includes the Written Statement of Particulars in accordance with the Employment Rights Act (1996). One copy of which should be signed and returned to me within ten days signifying your acceptance of this offer; the other is for your retention.

(b) Copy of your job description

2. Details of your statutory conditions of employment as required by the current School Teachers’ Pay and Conditions Document.

3. A copy of the Teachers’ Sick Pay Regulations together with documents concerning Statutory Sick Pay.

4. Details of ‘no claim bonus’ insurance scheme.

Get peace of mind cover to protect your no claims bonus discount if your car gets damaged while on County Council business.

Two levels of cover are available:

* cover whilst your car is parked at work.
* cover whilst your car is parked at work and whilst using your car on County Council   business.

For further information and to apply, please call 0115 97 73738.

5. Teachers’ Pensions – Members Guide is available on the Teachers

Pensions website <https://www.teacherspensions.co.uk/members/resources/guides.aspx>

6. The Authority also operates a ‘personal injury’ accident insurance scheme. Further details are available from the Insurance Section who can be contacted on (0115) 9773331.

Please note that it is a condition of employment that you are required to provide your National Insurance Number on or before taking up appointment. You will not receive pay if you fail to provide a National Insurance Number when you join the Authority. If you do not have a National Insurance Number you should apply, in writing, or by personal attendance to your local office of the Department of Works and Pensions quoting your name, address, date of birth, and any previous name. ***(Delete If N I Number already Provided)***

Finally, I would like to offer you my congratulations in obtaining this appointment and wish you every success in this post.

Yours sincerely,

Head Teacher

* enclosure – job description