Letter offering employment

**Strictly private & confidential – addressee only**

Mr Joe Bloggs

89 Bloggs Road

BL0 4GY

United Kingdom

Dear Joe,

**Offer of employment**

Following your interview on XX/XX/XXXX, I am writing to offer you the position of hourly-paid/yearly-paid XXXX teacher at Ashbourne College (**School**).

Full details of the terms and conditions applicable to the position will be set out in the School's standard contract which will be sent to you should you decide to accept the offer. In the meantime, I can confirm that the main aspects of the School's offer are as follows:

* **Salary:** Your rate of pay will be £XX.XX per hour/ £XX.XX per annum. Wages are paid monthly in arrears on the last working day of each month.
* **Probationary period:** Your employment will be subject to a probationary period of six months during which time either you or the School may terminate your employment on giving one month's notice. The School may extend the probationary period by up to a further six months in the event it is considered necessary.
* **Notice:** Following the successful completion of your probationary period, your notice period will be 10 weeks.
* **Pension:** After three months of employment, the School will automatically enrol you in the Pension Scheme (**Scheme**). If you do not wish to be a member of the Scheme you may choose to opt-out. Forms are available from the Scheme's website. The School will automatically re-enrol all staff who are not members of the Scheme on a three yearly basis. Should you wish to continue to opt out you will need to repeat the opt out process. During the first year of your employment, the School will contribute 3% of your monthly gross earnings towards your pension. The contribution increases by 0.5% per year of service with a maximum contribution of 8%.
* **Holiday:** In the first year of your employment you will be entitled to the pro-rata equivalent of 60 days’ holiday. You are entitled to all school holidays as holidays with pay. However, you may have to work at such times during school holidays as is reasonably required by the Head. You are entitled to 12.1% holiday pay on your teaching earnings for the academic year to June the 30th, 2020. This holiday pay will be paid in two equal instalments in July and August 2020.
* **Proposed start date:**

Please note that your employment with the School is conditional upon the following:

* the agreement of a mutually acceptable start date and you entering into a contract incorporating the School's standard terms and conditions of employment;
* verification of your medical fitness for the role by the School's medical adviser;
* the receipt of two references (one of which must be from your most recent employer and/or your most recent employer for whom you worked with children) which the School considers satisfactory;
* confirmation from the National College for Teaching and Leadership that you are not subject to a prohibition order, or any other restriction on your ability to work as a teacher;
* verification of your right to work in the UK;
* any further checks which the School deems necessary if you have lived or worked outside of the UK;
* verification of professional qualifications which the School deems a requirement for the post, or which were otherwise cited in support of your application (where they have not been previously verified);
* a clear check of the Children's Barred List and
* the receipt of an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the School considers to be satisfactory. You are required to provide the **original** disclosure certificate to the School within two weeks of it being received by you. Original certificates must not be sent by post. You will therefore need to bring your certificate into the School. Please arrange a convenient time and date with Hien Nguyen for doing so as soon as you have received the certificate. If you are unable to come to the School to provide the certificate you are required to send in a certified copy by post or email within two weeks of receiving the original disclosure certificate. Certified copies must be sent to Hien Nguyen. Where a certified copy is sent, the original disclosure certificate must be provided prior to the first day of work. Employment will remain conditional upon the original certificate being provided and being considered satisfactory by the School. If you are unable to provide the original certificate your employment with the School may not be able to proceed, or continue, if you have already commenced work.

The School is legally required to verify your medical fitness. The School is aware of its responsibilities under the Equality Act 2010. Please refer to the School's recruitment, selection and disclosure policy and procedure for further information on how the School verifies medical fitness.

In the event that your employment commences prior to completion of any of the above conditions, this will not constitute a waiver of these conditions, and your continued employment will still be conditional on the School being satisfied that they have been met.

Should you wish to accept this conditional offer then I should be grateful if you would confirm this by signing and returning to me the enclosed copy of this letter. At the same time please also complete and return the enclosed DBS form and the health questionnaire.

Should you have any questions arising out of this letter, please do not hesitate to contact me.

Finally, in the hope that you decide to accept this offer, I look forward to welcoming you to Ashbourne College. I trust that your career with us will be both enjoyable and successful.

Yours sincerely,

Mike Kirby

Principal

I confirm that I wish to accept the offer of the position of a hourly-paid/yearly-paid XXXX teacher subject to the conditions set out in this letter.

I confirm that the School may take up references from the individuals I have nominated as my referees, may disclose a copy of my completed Health Questionnaire to the School's medical adviser and that upon receipt of my completed DBS form, may apply for an Enhanced Disclosure from the DBS. I agree to provide the School with the original DBS disclosure certificate prior to, or on, my first day of work.

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| Signed | ........................................................... |
|  | Joe Bloggs |
| Date | ........................................................... |