



# CALDEW SCHOOL

## Statement on Human Resources (HR) Policies

*Reviewed Annually*  
*Reviewed under Resources Committee*  
*On School Website*  
*Adopted: November 2017*  
*Next Review: September 2018*

NOTE: Caldew School is an Academy and where reference is made to school(s) this should be taken to refer to 'academy' in so far as the reference specifically applies to Caldew School.

### **Statement:**

The Governors at Caldew School have decided to adopt the HR policies of Cumbria County Council that relate to the employment of staff within schools. The policies used by the school shall be the most recently available version as published by Cumbria County Council.

The Governors recognise that these are robust procedures that have been arrived at in consultation between all interested parties including relevant unions and that they are legally sound. On conversion to Academy Status the Governing Body decided to maintain current working conditions and contracts of employment for all staff and it is therefore commensurate and appropriate that the policies are adopted en mass.

All associate staff are therefore subject to the terms and conditions of the Single Status agreement and its pay scales. They are employed according to the relevant job profiles and job descriptions.

Teaching Staff are subject to the terms and conditions of the Burgundy Book (revised 2008), the current Schools Teachers Conditions and Pay Document (STCPD revised 2015) and all relevant Education Acts.

### **Significant Policy Amendments:**

The Headteacher will bring to the attention of the Staffing Committee any amendments to the policies that are significant and that will have consequences for the employees of Caldew School.

### **Exceptions:**

On occasions the governors may decide to vary the policies to ensure that they are appropriate to the situation pertaining at the school or when there is a delay in the centrally agreed production of a policy.

The schools own policies in such incidents will be verified as statutory compliant. At present there are:

- Teachers Appraisal Policy – Two Amendments from LA policy
  - Addition of paragraph detailing nature of objectives set for teaching staff and additional objective for responsibility holders.
  - Replacement of LA Lesson Observation Protocol with Caldew one agreed with Professional Associations in 2012-13 and which has worked well.
- Associate Staff Appraisal – Local Authority Scheme not deemed appropriate for school based staff. Bespoke system in place for associate staff of the school to better reflect their employment environment.