

ADDENDUM – Appendix 2 of the Birmingham Workforce Contract

The below replaces section 31 and 32 of Appendix 2 in the Birmingham Workforce Contract.

31. Adult Education

All Staff

Hours of work - Adult education employees' hours of work vary from 7:00am to 9:00pm each day, but the actual hours of work will be agreed with the line manager according to centre opening and course delivery. Some adult education employees will also be required to work on Saturdays (on a rota basis), agreed with the line manager.

Location of work – Adult education employees may be required to work at alternative sites (to their main working location) across any of its operating locations to ensure continuity of service.

All Teaching and Programme Manager contracts are 52-week contracts

Salaried Teachers will have a maximum 850 annualised teaching hours requirement for a Full-Time teacher.

Sessional Teachers (Adult Skills and Community Learning)

When a course that has been offered to a sessional teacher, and accepted by the sessional teacher, but closes due to insufficient or no enrolments:

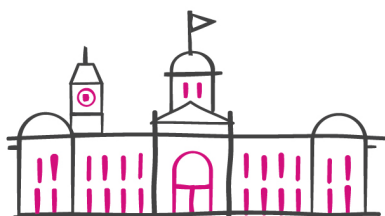
- a) If more than 2 weeks advance notice of the start of the course is given then no remuneration will be made
- b) If less than 2 weeks advance notice of the start of the course is given the sessional teacher will be given maximum of 2 weeks' remuneration per course except where the teacher has been offered alternative courses of equivalent hours.

When a course has been offered to a sessional teacher, and declined by the session teacher, it will be considered that the sessional teacher has resigned from that course and their sessional hours will be reduced accordingly.

If a sessional teacher declines all of the courses offered, then it will be considered that the sessional teacher has resigned and effectively ended their employment relationship with Birmingham City Council, unless otherwise agreed by Head of Service.

Redundancy – sessional teachers

The assessment for redundancy will be triggered when notice of course closure is given and there is no possible offer of suitable alternative courses.



If the subject taught by the teacher is no longer part of the curriculum offer and there is no alternative subject that the teacher is qualified to teach then assessment for redundancy will be triggered

Notice Period

For Programme Managers and all teachers salaried and sessional the notice period for employee to employer will be two months except where this period includes August in which case the minimum notice period is three months.

Notice to terminate employment must ensure that the last day of service coincides with the end of a teaching block unless otherwise agreed in writing by the Head of Service.

Teachers Pension Scheme

Birmingham City Council's policy is to promote and support the Teachers Pension Scheme.

You are entitled to become a member of the Teachers Pension Scheme, subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time. Full details of the operation of the scheme and how to join the scheme are available from the Teachers Pension website <https://www.teacherspensions.co.uk/> or from your line manager.

As an employee if eligible you will automatically be entered into the teacher pension scheme from the date of your appointment. If you wish to opt out of the scheme you will need to access the website and register on **my pension online** and complete and submit the opt out form.