

APPENDIX E

SHORT TERM SUPPLY TO FIXED TERM APPOINTMENT LETTER

Dear

CASUAL - FIXED TERM TEMPORARY ENGAGEMENT

I am pleased to offer you the post of temporary teacher in [NAME OF SCHOOL] commencing on [Date] and terminating on [Date] or [SELECT REASON (1)].

- the completion of [a specified task];
- the occurrence of [a supervening event];

Falkirk Council cannot guarantee any further employment at the end of this contract. It is, however, a condition of your contract you agree it is subject to termination upon completion of this fixed term or completion of [REPEAT REASON (1) ABOVE].

Notwithstanding that this contract is for a fixed term, Falkirk Council reserves the right at its entire discretion to terminate your employment prior to this giving you not less than 1 weeks' notice in accordance with the council's Temporary Employment Policy.

The salary grade for the post is main grade teacher, currently £ to £ . Your salary will be point [INSERT SCP], £[AMOUNT] per annum.

Your normal working hours will be [number] hours per week, to be worked Monday to Friday, [a] hours class contact time and [b] hours non class contact time.

It is confirmed that the necessary pre employment checks were processed, and main grade terms and conditions of employment covering your engagement to a fixed term contract issued to you, on joining the supply teacher register.

Please confirm your acceptance of this offer by signing and attaching this to your salary claim form (failure to do this will prevent payment). You should retain a copy of your signed acceptance letter for your own future reference.

You must complete Salary Claim Form (TT1) available from the school office or online on the council Intranet. The completed form should be submitted to me for certification. Thereafter it is your responsibility to submit the form, monthly, in line with the stated submission dates otherwise payment may be delayed.

I hope you will enjoy your time in the school.

Yours sincerely

HEADTEACHER

I confirm my acceptance of the conditions outlined above:

Signed: Date:

Attach this signed acceptance to your first salary claim form (TT1) following commencement.