



## BRENTWOOD DIOCESAN EDUCATION SERVICE

*"Supporting Catholic schools to provide excellent education where pupils flourish,  
and Christ is made known to all."*

### **Guidance Document - Secondment/Consultant Agreement**

Agreement between the Governing Body of XXX Catholic School and the Governing Body of YYY Catholic School

1. The terms and conditions of the substantive employment position are:
  - a) Name of member of staff: ZZZ
  - b) Substantive employment position: Headteacher at XXX Catholic School
  
2. This agreement sets out the terms and conditions governing the temporary variation to the contract of employment of the above-named employee. The details are as follows:
  - a) Executive Headteacher at YYY
  - b) Period: 1st December to 31st August 2019 (subject to clause 6 below)
  - c) Temporary salary/cost ££££ per annum representing Salary Point L on the Leadership Range.

All other terms and conditions relating to the contract of employment of the above named employee remain unchanged (save for place of work) during the period of secondment/Consultant role.

3. The Governing Body of XXX Catholic School agrees to
  - a) Release the member of staff Full time for the period and duties set out in this agreement.
  - b) Pay the salary/cost shown in 2(c) above (with reimbursement from YYY Catholic School as detailed in 4 below)
  - c) Review the member of staff's substantive salary with effect from 1 September each year.
  - d) Retain and reinstate where applicable the member of staff to his/her substantive post and salary immediately following the period of outlined above in 2(b).
  
4. The Governing Bodies of both schools will co-operate in the setting, monitoring and reviewing of Performance Management objectives for the duration of the temporary arrangements. However, the Governing Body of the substantive school will make decisions on pay progression on the substantive ISR/pay range/pay band where applicable.

5. The Governing Body of **YYY** Catholic School agrees to
- a) Reimburse **XXX** Catholic School for costs of **££££** per annum to cover the temporary salary/cost as shown in 2(c) above, plus on-costs for the duration of the temporary arrangements.
  - b) Accept Governing Body responsibility for the member of staff for matters connected with **YYY** Catholic School
- The above named employee will be responsible for ensuring they familiarise themselves with the relevant policies and procedures for St Ursula's Catholic Infant School.
6. The temporary arrangements will cease on the date set out in 2 (b) above unless terminated earlier by any party. In the event of any party wishing to foreshorten the arrangement there will be consultation with the other parties and at least three months' notice will be given ending at the end of a term.

Signed .....

Date .....

Chair of Governors XXX Catholic School

Signed .....

Date .....

Chair of Governors YYY Catholic School

Signed .....

Date .....

Employee

### **Diocesan Guidance for Executive/Consultant Headteacher Pay – Parameters.**

The thinking behind this brief guidance note is to aim for greater clarity and an ethical approach for the establishment of consultant support between Catholic schools in the Diocese of Brentwood. The following factors have been discussed by the Diocesan Board of Education (DBE) and it is felt that these provide good points of guidance for a Governing Body when engaging in this area. The DBE will review this guidance periodically to ensure that it is fit for purpose and will consult others including Diocesan Solicitors and CES in order to develop the document further.

When identifying appropriate levels of remuneration the Diocese would expect Governing Bodies to consider the following factors:

- Any additional payment for a consultant/interim headteacher role would normally be between 0 – 3 Points on the Leadership pay range
- Any additional payment would reflect the size of the school they are taking on - single form entry to large multi form entry
- Consideration should be given to the Ofsted Category of the school being supported
- Length and extent of planned involvement are also important
- Current salary range of the Headteacher/Deputy Headteacher taking on the role – keeping within salary guidance for Headteacher pay where relevant (25% including on costs)
- Always aim to cover costs of the supporting school without a significant profit (uplift for others may of course need to be factored in)
- Must consider financial impact on the school that is being supported – a smaller school may have a lower pay range available to them
- Must be reviewed on at least a termly basis to ensure that the arrangement remains equitable – half termly if the arrangement is being implemented a term at a time
- Diocesan approval must be given
- Pay range provided must not be considered as excessive by the DfE