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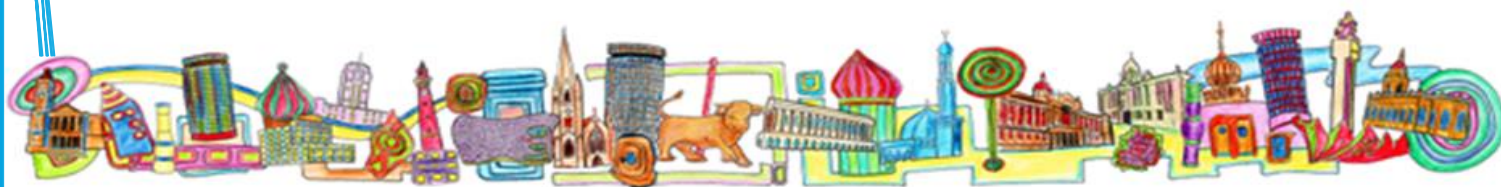


## Applicant Information Pack

R Respectful

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R Ready



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## Forward

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Steve Howell, Headteacher, City of Birmingham School

R Respectful

*Thank you for taking an interest in working at City of Birmingham School. I have worked at COBS since 2007 and ever since my very first day here, as an agency PE teacher, I have known it is a special place to work. No two days are the same and, whether primary or secondary, each and every young person brings something unique to the classroom.*

*Spread across eight teaching centres in Birmingham, COBS has 464 commissioned places, this makes us one of the largest PRUs in the country. We have a staff group of around 150 dedicated professionals, a mixture of teachers, support staff, administration staff and site staff. Each and every one of those staff is an integral part in the COBS operation.*

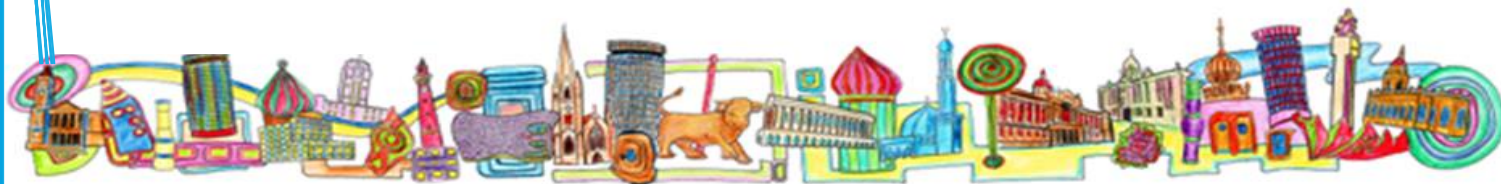
*Staff at COBS care deeply about pupils and have the highest aspirations and ambitions for each and every young person who attends our school. Our curriculum underpins our approach of developing the whole child; an ambitious academic curriculum, complimented by rich experiences and a theme of social development helps to ensure that pupils are well prepared for the next stage of their education.*

*As a member of staff at COBS you can expect a highly supportive environment where staff development is at the heart of everything we do. A range of CPD covering teaching and learning, behaviour, SEND and social and emotional development forms a core offer to all staff. Individual development plans allow staff to focus on their own career aspirations.*

*We welcome informal visits to learn more about our school and I hope that you are enthused enough by what you see to consider applying for a role with us.*

Steve Howell  
Head Teacher

R Responsible



# About City of Birmingham School

City of Birmingham School is Birmingham City Council's Pupil Referral Unit. At COBS pupils matter, every minute of every day. We aim to make every day a good day for our pupils and we guarantee that everyone who needs help will get it. We offer a great education full of exciting learning and experiences so that pupils can go on to lead healthy, happy and successful lives. We have high expectations of our pupils because we believe that anything is possible with the right help, guidance and support. We also aim to make things better for pupils experiencing difficulties in other schools in Birmingham.

The school has eight specialised teaching centres across the City offering personalised educational programmes to pupils from 5 to 16. We also commission to work in partnership with a selected group of Alternative Providers to educate KS4 pupils who will not be returning to school. We offer high quality outreach support for schools and settings on a traded basis and work with the Birmingham Family of Schools as well as schools, third sector organisations and settings beyond Birmingham.

## R Respectful

**The Local Authority commissions places for around 440 pupils who may be:**

- Permanently excluded, or at risk of this
- On an Education, Health, and Care Plan with behavioural, emotional and/or social difficulties
- Anxious, depressed, school phobic
- 'Looked After' with no school place
- Remanded by the courts to the care of the Local Authority
- Struggling with learning and faced with a multiplicity of problems

When they join the school, most pupils are disaffected and disengaged from the learning process and assessments indicate a wide range of ability, from pre-key stage 1 through to potential GCSE candidates. Pupils are predominantly from the poorer areas of Birmingham and reflect the make-up of a large multi-cultural City. In recent years there has been an increase in the number of pupils referred to the School who are on the autistic spectrum and those in the primary phase who are awaiting a place in a special school. Around 75% of pupils are eligible for free school meals. Attendance levels on referral are generally below average for Birmingham but those with previously poor attendance usually improve during their time in the school. Pupils spend varying amounts of time with us ranging from a couple of weeks to over 2 years.

## R Responsible

We have a strong and supportive Management Committee (the equivalent of a school governing body), chaired by Barry Bowles.



## GUIDANCE NOTES – Support Staff

### THE APPLICATION FORM

Completing the application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is, therefore, most important that you complete **ALL** sections of the application form which are relevant to you as clearly and fully as possible. Please do not include a Curriculum Vitae with your application, but try to include all relevant information on the form itself using additional sheets if necessary. If you have a disability and would prefer to submit your application on tape – you may do so. Your recording should follow the format of the application form. The following notes will explain the application form and give some useful advice on how to complete it. Please use black ink or type since it will be necessary to photocopy your form.

#### SECTION 1: Vacancy details

This section may have already been completed, but please check that all the details are complete and correct. If they are not included, please refer to the job advertisement to fill in this section.

#### SECTION 2 & 3: Personal details/General information

Please enter your personal details fully and clearly so that we may contact you about your application.

**National Insurance number:** If you do not currently have a National Insurance number, please leave this blank.

**Right to work in the UK:** If you are shortlisted for interview at a school, your original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

If you are related to a Birmingham Councillor, Birmingham School Governor or an employee of the City Council we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any Councillor, Governor or employee of the City Council (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

#### SECTION 4: Arrangements for interview

If you have a disability, please complete this section so that suitable arrangements can be made if you are called for an interview and/or a work based exercise.

#### SECTION 5: Education/qualifications

Please enter details starting with the most recent first. We are interested in **ANY** form of education you have followed, including any courses, which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

#### SECTION 6: Training

Starting with most recent first, please include any training gained through work or other activities, which you feel is relevant to the job for which you are applying.

#### SECTION 7: Membership

This section refers to membership of institutes or organisations relevant to the job you are applying for, such as professional, occupational or trade membership.

#### SECTIONS 8 & 9: Past Employment & Experience

It is **ESSENTIAL** that you give full details in chronological order, starting with the most recent first, of all employment and other experience since leaving secondary education. This should include any breaks or unpaid activities such as voluntary work, child rearing, travel abroad, etc.

**Please ensure there are no gaps in your completed service history before returning your form as this could result in your form being rejected.**

We require information on all past or present employment. If you have recently left university, college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work. Please include your current job title and where applicable school and Local Authority.

#### **SECTION 10: Retirement/Dismissal**

Please ensure you tick the appropriate box and provide details if necessary.

#### **SECTION 11: References**

**Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will normally be your head teacher.**

If you are not currently working with children, but have done so previously, one of your referees should be from your most recent employer, where you were employed to work with children.

Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

#### **SECTION 12: Other relevant information in support of your application**

When completing this section you can mention any experience gained through work, school, college, at home, in voluntary work, in work experience or through hobbies. Think about how you can draw upon your skills and experience, and then match these against the criteria set out on the person specification. You should avoid bland statements such as 'I have all the skills and abilities mentioned in the person specification' and fully explain how you meet the requirements, e.g. if the person specification asks for 'experience of working with elderly people', you need to explain when, where and what was involved e.g. 'I helped to care for my grandmother for 3 years. She lived in the family home and I helped her to wash and dress each morning. I also helped with personal care including .....'. Please provide no more than three sides of A4 in total.

#### **SECTION 13: Consent, disclosure and confirmation**

When completed, read your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed, and possible referral to the police.

#### **Rehabilitation of Offenders Act 1974 (exceptions) Order 1975**

#### **IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18**

Amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service Website – [www.gov.uk](http://www.gov.uk)



If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now 'protected' and no longer require disclosure.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered. Any information given, when either returning the application form or at interview, will be entirely confidential and will be considered only in relation to this application.

A copy of the DBS Code of Practice is available at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or NACRO can offer advice on disclosing convictions and can be contacted on 020 7582 6500.

### **After the closing date**

Due to the high number of applications that are normally received if you do not hear from COBS within 14 days of the closing date please assume you have not been successful in being invited for interview. However, we hope that this does not deter you from applying for any future vacancies with COBS.

It is also not possible to offer feedback to applicants who are not invited for interview. This also supports an open, fair and transparent process whilst eliminating the risk of any perception that an individual may have been given an unfair advantage, should they apply in the future.

There may be time when interview dates are set in the advertisement due to commitments the interview panel may have. For that reason it may not be possible to make alternative arrangements for an individual's personal circumstances.

### **Appointment**

City of Birmingham School has implemented Safer Recruitment policy to assist with recruitment and employee selection. It outlines the school's recruitment procedure and how the school ensures safer recruitment is considered at all levels of the recruitment process.

The safety and protection of the school's pupils is always at the forefront of the school's concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the school.

Once offered the position and all clearances have been completed satisfactorily, you will receive a contract from Birmingham City Council which outline the post details and the conditions of your employment. COBS or BCC HR will contact you to confirm your start date.

### **Recruitment monitoring**

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunities in Employment policy.

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing. This information will not be used by those in the selection process and is for statistical purposes only.

### **Dear Applicant, (applicable to support staff only)**

#### **Important information about Terms and Conditions of Employment**

Birmingham City Council has been engaging with staff on proposals to change its terms and conditions of employment since a Council-wide Section 188 Notice was issued in December 2015. As a result of successful consultation with the Trade Unions, a Collective Agreement has been reached and the changes were agreed at Full Council on 1 November 2016.

A collective agreement means all employees terms and conditions of employment will change with effect from **1 September 2017** regardless of whether they are a Trade Union member. If you are successfully appointed and join a School where Birmingham City Council is the employer before **1st September 2017**, you will be appointed on the Council's current terms and conditions (The Birmingham Contract). If the duration of your contract of employment exceeds 31st August 2017, you will then become subject to the new terms and conditions on **1st September 2017** and at that point will transfer to the 'Birmingham Workforce Contract.'

The following changes to the Birmingham Contract have been made;

#### **Performance Related Pay - Increments for 2016/2017**

Existing employees who have achieved the required performance criteria as part of the City's performance management scheme, 'My Appraisal', and therefore meet the pay progression criteria, will be eligible for a one-off, lump sum, non-consolidated payment in lieu of an increment. The payment will be the equivalent value of the difference between the employee's current spine column point (SCP) and the next SCP. Employees' SCP will not increase as a result of the 2016/2017 My Appraisal year.

New starters will need to have six months' service in post before becoming eligible for the non-consolidated payment (set out above) as part of the My Appraisal scheme. For both existing and new employees, performance related salary increases will be suspended between 1st April 2017 – 31st August 2017.

With effect from **1 September 2017**, the following changes to terms and conditions will apply;

#### **Performance related increments for 2017/2018, 2018/2019, 2019/2020**

In respect of the above 'My Appraisal' review years, there will be no entitlement to receive an incremental salary increase based on a performance review. There will be a joint management and trade union annual review, which will take into account the financial position of the Council to give performance related payments for these periods.

- **Subsistence Payments**
- Employees will only be eligible to claim subsistence allowance when they are away from home for business after 24 hours.
- **Removal of retirement gifts**
- Employees and JNC Officers will no longer be able to claim reimbursement for retirement gifts.
- Employees and JNC Officers will be eligible for recognition under the Council's testimonial policy and will additionally receive a certificate of acknowledgment of long service.
- **JNC Officers (those above Grade 7)**

In addition to the above changes, there were also a separate set of proposals that will only affect Chief Officers that are covered by Joint Negotiating Committee (JNC) for Chief Officer's terms and conditions. The Council has agreed that the pay and grading for JNC Officers will be subject to a more detailed consultation in order to achieve the required saving.

If you are successfully appointed to a School where Birmingham City Council is the employer it will be on the Birmingham Contract until 31st August 2017 (including the variations applicable to you as set out above), and then if the duration of your contract of employment exceeds 31st August 2017, the Birmingham Workforce Contract with effect from **1st September 2017**. If you are successful and accept the post for which you have applied, you will be accepting both sets of terms and conditions.

## Guidance Notes – Teaching Posts

### THE APPLICATION FORM

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore, most important that you complete **ALL** sections of the application form which are relevant to you as clearly and fully as possible. Please do not include a Curriculum Vitae with your application, but try to include all relevant information on the form itself using additional sheets if necessary. If you have a disability and would prefer to submit your application on tape – you may do so. Your recording should follow the format of the application form. The following notes will explain the application form and give some useful advice on how to complete it. Please use black ink or type since it will be necessary to photocopy your form.

### SECTION 1: Vacancy details

This section may have already been completed, but please check that all the details are complete and correct. If they are not included please refer to the job advertisement to fill in this section.

### SECTION 2: Personal details

Please enter your personal details fully and clearly so that we may contact you about your application.

**Right to work in the UK:** If you are shortlisted for interview at a school, your original documents verifying your right to work in the UK will be checked. If your application is successful and you commence employment, your right to work documentation will be retained on file to meet the statutory requirements under the Immigration, Asylum and Nationality Act.

**Teacher reference number:** This should be completed as it will be used to verify Qualified Teacher Status (QTS) and ensure you are not barred from teaching or subject to an interim prohibition order.

**Qualifications:** You will be required to produce original certificates with proof of QTS at interview.

**National Insurance number:** If you do not currently have a National Insurance number, please leave this blank.

If you are related to a Birmingham Councillor, Birmingham School Governor or an employee of the City Council we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any Councillor, Governor or employee of the City Council (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

### SECTION 3: Retirement / Dismissal

You should refer to the Teachers' Pensions website to find out about returning to work after receiving pension benefits. Please go to [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk). This will guide you in relation to any action you need to take following a new period of teaching employment. You should also advise your former employer of your re-employment if you are in receipt of compensation following premature retirement. You will also re-enter the pension scheme unless you choose to opt out of scheme membership. Opt out election is available from the Teachers' Pensions website.

### SECTION 4: Statutory Induction

If you are a Newly Qualified Teacher (NQT) and you have served a period of induction you need to confirm where the inductions was served and when. If you have not completed the full period of induction you are asked to provide copies of your induction report/s for the period of induction served and these should be included with your application.



## **SECTION 5 & 6: Education/qualifications**

Please enter details starting with the most recent. We are interested in **ANY** form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

## **SECTIONS 7: Previous career and other**

**It is ESSENTIAL that you give full details in chronological order, starting with the most recent, of all employment and other experience since leaving secondary education. This should include any breaks or unpaid activities such as voluntary work, child rearing, travel abroad, etc. Please ensure there are no gaps in your completed service history before returning your form as this could result in your form being rejected.**

We require information on all past or present employment. If you have recently left university, college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work. Please include your current job title and where applicable school and Local Authority. If you have passed through threshold and you are successful in your application you will be required to produce a copy of your letter of confirmation to Schools HR Services.

## **SECTION 8: Training**

Starting with most recent first, please include any training gained through work or other activities, which you feel is relevant to the job for which you are applying.

## **SECTION 9: Written references**

**Please give the name, email and addresses of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee please expect to be questioned about the reason for this prior to interview.**

If you are not currently working with children, but have done so previously, one of your referees should be from your most recent employer, where you were employed to work with children.

**Head Teacher Positions:** Head teacher applicants from maintained schools should provide the name of a senior officer designated to respond on behalf of the maintaining authority of their current or most recent school. Head teacher applicants from academies or other independent schools should provide the name of an appropriate person responding on behalf of the Academy Trust or other employer. The second referee would normally be the Chair of Governors at that school.

**Newly Qualified Teachers:** NQTs should name a tutor as their first referee and an appropriate representative at the school where they undertook their final or most recent teaching practice as their second referee.

Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with 'Keeping children safe in education' procedures, written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview.

Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

#### **SECTION 10: Arrangements for interview**

If you have a disability, please complete this section so that suitable arrangements can be made if you are called for an interview and/or a work based exercise.

#### **SECTION 11: Other relevant information in support of your application**

Pick out those aspects of your experience or skills that are **RELEVANT** to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification (where provided). Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related to the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application. Please provide no more than 3 sides of A4 in total.

#### **SECTION 12: Consent, disclosure and confirmation**

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed, and possible referral to the police.

#### **Rehabilitation of Offenders Act 1974 (exceptions) Order 1975**

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

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If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now 'protected' and no longer require disclosure.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered. Any information given, either when returning the application form or at interview, will be entirely confidential and will be considered only in relation to this application.

A copy of the DBS Code of Practice is available at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or NACRO can offer advice on disclosing convictions and can be contacted on 020 7582 6500.

#### **Recruitment monitoring**

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# City of Birmingham School

## Geographical Structure



### Primary Centres

**Ashbourne Centre**  
Erdington (B23 6AE)

**Marywood Centre**  
Ladywood (B16 8RQ)

**Minerva Centre**  
Frankley (B45 0DS)

### Secondary Centres

**Firsbrook Centre**  
Quinton (B32 2QT)

**Grove Centre**  
Balsall Heath (B12 8SY)

**Kings Centre**  
Erdington (B23 6AE)

**Link Centre**  
Small Heath (B10 0QH)

**Millpool**  
Kings Heath (B23 6AB)



## Behaviour & Values

At City of Birmingham School, we are passionate about our commitment to the pupils and staff and the high level of education support and opportunities we provide them. We value every individual, respecting them for who they are and for their uniqueness where recognising they are a part of our strength. We are open and honest in our relationships and in varying types of communication. The staff here at COBS work as one school, (not eight distinct sites). The school leaders are willing to make brave decisions, to take on big challenges and see them through to fruition. COBS has a culture of inclusivity, honesty, trust, support and teamwork. Our ethos, vision and values of **Ready, Respectful, and Responsible** are embedded in all our working practices by pupils and staff alike

**Candidates who apply to work at COBS should be;**

### Ready

- ❖ Be passionate about working with and making difference for pupils who have behavioural and emotional needs
- ❖ Be eager to implement positive change; actively seeking opportunities to make a difference in our pupils lives
- ❖ Be excited by the opportunities to get involved with new projects and expanding his/her knowledge
- ❖ Making a strong impression on others by consistently displaying a positive and upbeat attitude; enthuses others
- ❖ Speaks proudly of COBS and wanting to promote the schools ethos, vision and values
- ❖ Seeks opportunities for positive change to support pupils to achieve and succeed

### Respectful

- ❖ Polite and professional at all times; well-mannered and approachable
- ❖ Empower others by encourage them to contribute to the best of their abilities
- ❖ Demonstrate diplomacy within communications
- ❖ Show respect for management decisions
- ❖ Constructive when challenging others' ideas or decisions
- ❖ Show awareness of other's ways of working and adapt style to suit situations
- ❖ Champion openness in communications through own approach
- ❖ Act with integrity and ensure the confidentiality and sensitive information.

### Responsible

- ❖ Actively seek to understand priorities and direction of other areas of the school
- ❖ Balance the needs of own area with that of other functions across the school
- ❖ Work collaboratively with other across the school
- ❖ Consider the impact of actions on their areas and create an inclusive approach to change
- ❖ Take responsibility for decisions/recommendations they have made
- ❖ Apply common sense, logical thinking and relevant information when seeking a solution
- ❖ Makes decisions based on evidence; adopt a methodical and objective approach to problem solving

## Benefits of working at COBS

- **Free car parking** – free parking is available on site for all our employees
- **Great Learning and Development Opportunities** – staff are encouraged to learn and develop. This is facilitated through a variety of internal and external training courses plus mentoring programmes and secondments opportunities.
- **Progression and career development opportunities**
- **Structured and focused Induction process**
- **Team spirit and collaborative working**
- **Equal Opportunities** – COBs is committed to achieving fairness and equality in employment. The aim of our policy is to ensure that no employee, or potential employee, received less favourable treatment or is disadvantaged on the grounds of disability, race, colour, nationality or ethnic origin, sex, marital status, age, sexual orientation, religious beliefs or any other justifiable case not specified.
- **Occupational Health Services**
- The Childcare Voucher Scheme, provided for Birmingham City Council by [Sodexo Motivation Solutions UK](#), is a government approved, tax efficient way of paying for childcare and can be used for a wide range of care and activities. Parents currently in the Childcare Voucher Scheme can remain in the scheme and continue to benefit from the savings until:
  - ❖ **their child reaches 16**
  - ❖ **they change employer**
  - ❖ **their employer ceases to offer the scheme**
  - ❖ **they don't take an unpaid career break of longer than a year**
- **Mental Health and Wellbeing support through 'help', Employee Assistance and 'Staff Care'.** This service can help school staff with:
  - ❖ Work-life balance
  - ❖ Managing stress and pressure
  - ❖ Dealing with difficult people
  - ❖ Handling conflict situations
  - ❖ Improving confidence and self-esteem
  - ❖ Developing and using assertive behaviours
  - ❖ Managing workplace situations
  - ❖ Building resilience
- **Local Government Pension Scheme (Support Staff)**
  - ❖ The new scheme (LGPS 2014) will apply to pensionable service from 1 April 2014. Employees who are paying into LGPS now will be in the new scheme automatically from 1 April 2014.
  - ❖ When an employee retires, the pension will be calculated as a total of benefits built up before 1<sup>st</sup> April 2014 and benefits built up from that date.
- **Teachers Pensions** - <https://www.teacherspensions.co.uk/>

Thank you for your interest in City of Birmingham School we look forward to receiving your application!

