

RECRUITMENT AGREEMENT

Please complete and return this form to hr@beyondschools.co.uk

Summary of vacancy

Job title	HLTA
School	The Robert Napier School
Department	
Subject (if applicable)	
Line Manager	Lauren Foster
Replacement role?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If so, who replacing	Hannah Brown
New Role? This is subject to the scheme of delegation to ensure compliance and budget being available.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, the role will require evaluation. Full job description and person specification to be attached with this agreement. Liaise with HR
HR - Evaluation Outcome	Grade Range
	HR - Refer back to line manager/headteacher/EBM with evaluation outcome and complete Pay/allowances section
Job Description attached? The job description forms an important part of the role and therefore the position cannot be advertised without one. If you believe one already exists that the Trust may hold centrally please advise	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Or <input type="checkbox"/> Please send me what we currently hold so we can review role and person specification
Advert go live date (please give two working days notice)	ASAP
Advert closing date	Monday 1 st June @ 9am
Anticipated interview date	w/c 8 th June
Interview panel members (please list here who will be on interview panel and indicate who has undergone safer recruitment training)	Raffaella Rosina & Lauren Foster
Anticipated start date	September or sooner

Contractual hours

Permanent?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If not permanent, please give details below of fixed term contract End date: or Length of contract: Reason:																																								
Full-time/part-time?	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>																																								
Term time only?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																																								
Weeks worked per year?	TTO + 1 week																																								
Hours per week?	37																																								
Days and hours worked each week (example below)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <th>Hours</th> <th>Hours</th> <th>Hours</th> <th>Hours</th> <th>Hours</th> </tr> <tr> <td style="text-align: center;">8-4</td> <td></td> <td style="text-align: center;">8-4</td> <td></td> <td style="text-align: center;">8-4</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <th>Hours</th> <th>Hours</th> <th>Hours</th> <th>Hours</th> <th>Hours</th> </tr> <tr> <td style="text-align: center;">8-4</td> <td style="text-align: center;">8-4</td> <td style="text-align: center;">8-4</td> <td style="text-align: center;">8-4</td> <td style="text-align: center;">8-3:30</td> </tr> </tbody> </table>	Mon	Tue	Wed	Thu	Fri	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hours	Hours	Hours	Hours	Hours	8-4		8-4		8-4	Mon	Tue	Wed	Thu	Fri	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hours	Hours	Hours	Hours	Hours	8-4	8-4	8-4	8-4	8-3:30
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HR – Weeks paid per year																																									
Notice Period to be applied (non-teaching)	<input checked="" type="checkbox"/> 1 month (typically up to NJC spine point 25) <input type="checkbox"/> 2 months (typically on NJC spine point 26-39) <input type="checkbox"/> 3 months (40 and above on NJC spine point)																																								

Pay

Employee Pay Grade - please select one only	<input type="checkbox"/> Leadership <input type="checkbox"/> Upper Pay Scale <input type="checkbox"/> Main Pay Scale <input type="checkbox"/> Lead Practitioner Scale (3-7) <input type="checkbox"/> Unqualified Pay Scale <input checked="" type="checkbox"/> Support Pay Scale includes KR <input type="checkbox"/> Apprentice
Employee Pay Grade Range for advert? (Always use full-time equivalent, HR will establish actual)	From: 12 To: 25

Allowances (if applicable)

Teaching & Learning Responsibility (TLR)			
Does this role attract TLR?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes will be shown in advert as +TLR		
If TLR applicable please select one (full-time equivalent):	TLR	2025/26	Select one
	2C	3,527	<input type="checkbox"/>
	2B	5,872	<input type="checkbox"/>
	2A	8,611	<input type="checkbox"/>
	1D	10,174	<input type="checkbox"/>
	1C	12,521	<input type="checkbox"/>
	1B	14,864	<input type="checkbox"/>
	1A	17,216	<input type="checkbox"/>
	3 (min)	702	<input type="checkbox"/>
	3 (max)	3,478	<input type="checkbox"/>
How long is TLR to be applied for?	Permanently <input type="checkbox"/> or fixed term <input type="checkbox"/> If fixed term please outline below how long for.		
Recruitment Payment			
Does this role attract a Recruitment Payment?	Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe – dependent upon candidate <input type="checkbox"/>		
	If Yes , please give annual amount £		
When should the Recruitment Payment be reviewed?	Annually <input type="checkbox"/> Termly <input type="checkbox"/> Or other (please give details below) <input type="checkbox"/>		
Reason for Recruitment Payment to be applied	Give details:		
Special Needs Allowance			
Does this role attract Special Educational Needs Allowance	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes please advise	<input type="checkbox"/> For support staff - £1,539 per annum FTE <input type="checkbox"/> For teaching staff – Minimum £2,787/ Maximum £5,497 please give actual FTE figure below £.....		
For Unqualified Teachers			
Unqualified Teacher Allowance Payment equivalent to M1	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Advertising

Where to be advertised:	Please select below:
School/Trust/My New Term website	All adverts
TES – no fee (also picked up by Indeed)	All adverts
DfE – no fee	All adverts
Kent Teach	All adverts
Internal only	<input type="checkbox"/>
LinkedIn School site – free	<input type="checkbox"/>
Jobs in Kent - £150-£250	<input type="checkbox"/>
Other – please advise and give cost/link	<input type="checkbox"/>

Wording for advert/key message, please outline below key requirements for your advert, could be focus on skills to be taught. If you will reflect that in recruitment pack then HR will pick that out.

Wording for advert/key message:

For teaching staff adverts

What Key Stage will position teach?					
EYFS	<input type="checkbox"/>	KS1	<input type="checkbox"/>	KS2	<input type="checkbox"/>
KS3	<input type="checkbox"/>	KS4	<input type="checkbox"/>	KS5	<input type="checkbox"/>
Is this position suitable for unqualified teacher?	Yes <input type="checkbox"/>			No <input type="checkbox"/>	
Is this position suitable for early career teacher?	Yes <input type="checkbox"/>			No <input type="checkbox"/>	
RELOCATION					
Relocation payment to be advertised?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
WELCOME PAYMENT					
Does this attract a Welcome Payment? (Qualified Teaching staff only)	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, £2,000 for Teacher (MPS/UPS) £3,000 for Head of Subject or above				
If candidate requires further information who should they be directed to? Name and email address required	Charli Reader recruitment@robertnapier.org.uk				

Housekeeping (including IT provision) for replacement positions.

Existing IT provision will remain for new post holder. Where it is identified that requirements exceed those currently in place, then please contact IT.

Please complete below



Existing Item still required?	YES	NO
Please tick below		
Computer/Laptop		
Telephone		
Same Room/Desk Location		

To ensure GDPR compliance all existing desktops/laptops/mobile phones need to be returned to the local IT Support Team on departing employees leave date. Reallocation of provision needs to be done in consultation with the Trust IT Manager.

Housekeeping (including IT provision) for new positions

Item required	YES	NO
Computer/Laptop		
Telephone		
Confirm Room/Desk Location		

Budget allocation to be considered and Trust IT Manager to be informed.

Headteacher authorisation			
Jenny Tomkins		Date	05/05/2026
Finance reviewed			
[Name]	 <small>Vicki Gabriel (May 7, 2026 12:26:09 GMT+1)</small>	Date	
Human Resources			
Received by:	Sign here	Date Received	

On receipt of the recruitment agreement and once budget has been confirmed in place HR will create a recruitment pack for final sign-off by the headteacher (or if more appropriate the line manager) within two working days of receipt of a **fully** completed form. On sign-off by School of the recruitment pack the post will be advertised immediately, unless agreement states at a later date.

Should any of the information completed above change please contact Human Resources immediately (hr@beyondschools.co.uk)






RA for HLTA

Final Audit Report

2026-05-07

Created:	2026-05-05
By:	Sophie Sladden (ssladden@beyondschools.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAL5mwbmsLjJJ6WlwUiEiE_eKgB4FPfZ5M

"RA for HLTA" History

-  Document created by Sophie Sladden (ssladden@beyondschools.co.uk)
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-  Document emailed to Vicki Gabriel (vgabriel@beyondschools.co.uk) for signature
2026-05-05 - 10:22:22 AM GMT
-  Email viewed by Vicki Gabriel (vgabriel@beyondschools.co.uk)
2026-05-07 - 9:10:57 AM GMT
-  Document e-signed by Vicki Gabriel (vgabriel@beyondschools.co.uk)
Signature Date: 2026-05-07 - 11:26:09 AM GMT - Time Source: server - Signature Appearance Selected: DRAW
-  Agreement completed.
2026-05-07 - 11:26:09 AM GMT