



School Teachers' Review Body



Department  
for Education

# Chair - School Teachers' Review Body

## Candidate Information pack

## Closing date: 15th March 2020



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# Contents

About Us	3
Your Work	4
Who We're Looking For	5
Board Diversity	6
How to Apply	7
Terms of Appointment	8
Complaints	12

# About Us

The School Teachers' Review Body (STRB) is an independent body, which makes recommendations to the Government on the pay and conditions of school teachers in England. Its work has a direct impact on teachers, headteachers and school governing bodies, and through them, on the education of children and young people. The Secretary of State normally issues one remit per year for the STRB to consider.

The STRB assesses evidence from Government and organisations representing schools and the teaching profession, and visits schools and local authorities to develop its understanding of issues facing teachers. In recent years, the STRB has been asked to report on a variety of matters, including establishing a stronger link between teachers' pay and performance, and providing greater flexibilities for governing bodies to produce individual pay policies for their schools.

Further information on the STRB can be found here:

<https://www.gov.uk/government/organisations/school-teachers-review-body>

Secretariat support for the STRB and the other seven Pay Review Bodies is provided by the Office of Manpower Economics (OME), a non-statutory public body. The OME is staffed by civil servants but operates independent of the Government. Further information about the work of the Pay Review Bodies, including Review Body reports, can be found on the OME website at:

<https://www.gov.uk/government/organisations/office-of-manpower-economics>



# Your Work

As Chair of the STRB, you will be responsible for providing strategic leadership and direction to the STRB in fulfilling its functions as a public body; and for delivering high quality recommendations in response to the matters that have been referred to the STRB by the Secretary of State. You will do this by:

- leading the work of the STRB in a way that deals comprehensively with the matters that have been referred to it; where necessary challenging existing assumptions; making effective use of the skills and expertise of the other members of the STRB; and providing effective challenge to the evidence and representations that are submitted to the STRB by the wide range of consultees;
- shaping the development of the STRB's response to remits from the Secretary of State, including analysing written and oral evidence, reaching decisions, considering draft reports and official records of the round;
- effectively managing stakeholder relationships, recognising stakeholders' differing priorities and perspectives (e.g. trade unions);
- effectively chairing meetings of the STRB, including representation sessions with consultees;
- managing the conduct of STRB business, operating in accordance with legal requirements (e.g. to ensure its approach is in line with equality legislation) and the code of conduct for board members of public bodies;
- representing the views of the STRB to consultees and the wider public.



# Who We're Looking For

Applicants will be assessed against the following criteria. In your application **you should demonstrate clearly how you meet each of these requirements of the post.**

- Expertise of providing strong leadership at a senior level in a complex organisation.
- A detailed knowledge and understanding of pay, remuneration, performance management, labour market and reward issues and a strong understanding of the policy, financial and operational constraints that impact on remuneration decisions, especially in the public sector.
- Expertise in analysing and interpreting detailed information such as statistical and economic data and information on legal, policy and HR matters and to draw appropriate conclusions.
- Able to command the respect of others quickly, particularly those of opposing views, and to facilitate agreement across a wide range of perspectives and attitudes.
- Experience of chairing a group with diverse skills and experience to reach a well-founded consensus.
- Excellent communication skills, including the ability to challenge and engage courteously with others in debate and logical argument.

# Board Diversity

The Department for Education is committed to the principle of public appointments on merit with independent assessment, openness and fairness of process and to providing equal opportunities for all.

We are focussed on equality of opportunity for all, and particularly welcome applications from women, people with disabilities, LGBT candidates and those from black, Asian and minority ethnic backgrounds. Both UK nationals and international candidates are encouraged to apply.

We ask that all applicants complete an anonymised Diversity Monitoring Form used for data gathering information only in order to ensure Departments are recruiting from the widest possible pool. The information you provide is held by the Public Appointments team and not shared with the selection panel.



# How to Apply

**The closing date for applications is 15th March 2020.**

Information on the timetable for this campaign, selection process, requisite security clearance, and the Advisory Assessment Panel can be found on the Centre for Public Appointments website:

<https://publicappointments.cabinetoffice.gov.uk/>

Please submit the following documents by email to:

[PublicAppointments.APPLICATIONS@education.gov.uk](mailto:PublicAppointments.APPLICATIONS@education.gov.uk)

1. A covering letter not exceeding two sides of A4 paper. (Arial size 12).
2. A CV.
3. Candidate application form.
4. Diversity form.

Please include the vacancy title in the subject box and submit each application document as a separate attachment.

We are happy to accept applications in alternative formats from applicants who, for reasons of disability, may find it difficult to fill in our standard form. If you wish to have a chat with us about reasonable adjustments please contact us at:

[PublicAppointments.APPLICATIONS@education.gov.uk](mailto:PublicAppointments.APPLICATIONS@education.gov.uk)

**Please note the following:**

- **we cannot accept applications submitted after the closing date;**
- **applications will be assessed solely on the documentation provided; please refer to the advert and checklist above to ensure you have provided everything requested;**
- **applications will be acknowledged upon receipt;**
- **feedback will only be given to candidates unsuccessful following interview.**



# Terms of Appointment

## Remuneration and allowances

- The Chair receives a fee of £350 per day for time spent in meetings and on visits. No additional fee is paid for any time spent in preparation or travelling.
- Members can claim reimbursement for reasonable travel and subsistence costs incurred on STRB business at rates set centrally. The allowance and all expenses are published as part of government transparency.
- Remuneration is taxable under Schedule E and subject to Class 1 National Insurance contributions. It is not pensionable. Further detail on this will be given to successful candidates.
- If you receive benefits, your appointment may have an effect on your entitlement. If you are in receipt of benefits, you should seek advice from HMRC.

## Appointment and tenure of office

- The appointment of the chair will be made by the Prime Minister, at the recommendation of the Secretary of State for Education, usually for a three-year period.
- Reappointments may be made at the end of the period of office for a further term of up to three years, at the discretion of Ministers. There is no entitlement to reappointment. If reappointed, the total time served in post will not exceed six years.
- It should be noted that this post is a public appointment. Therefore, such appointments are not normally subject to the provisions of employment law.
- Successful candidates will be expected to start on 1st September 2020.

# Terms of Appointment

## Time commitment

- Full attendance for STRB duties is expected.
- Time commitment will vary depending on the work programme, but is likely to be around 30 full days per year, plus preparation time for reading meeting papers.
- Meetings are held in central London usually on Fridays.
- Attendance at occasional meetings with HM Treasury and other Pay Review Body chairs and members.
- The STRB also visits schools and local authorities across England to talk directly to teachers and school leaders and so develop its understanding of the issues they face.

Members are provided with finalised meeting schedules only after a remit is issued. In general, the STRB will have a remit from September through to May, and will have fortnightly meetings initially, becoming weekly towards the end of the production of the report (e.g. from February to May). There are also oral evidence sessions, where three or four days' work will be scheduled over a week or fortnight. In recent years, these have usually taken place in February or March.

Visits to schools generally take place outside the busy remit periods, e.g. in June, July, September or October. These can take place on any day of the week to fit in with schools and local authorities.

The STRB Chair will need to be flexible, as the time commitment can increase depending on the number and complexity of the remits issued.

# Terms of Appointment

## Eligibility and disqualifications from appointment

Candidates who chair or are a member of another Pay Review Body may apply but would need to resign their current position on the other Review Body if appointed.

Serving teachers or headteachers may apply but can only be appointed if they resign from their post. Serving civil servants may also apply but can only be appointed if they resign from their Civil Service post.

There are circumstances in which an individual will not be considered for appointment. They include:

- anyone employed in a profession covered by the STRB's remit, or whose income is affected by the STRB's decisions (i.e. with a close family member who is affected by the STRB's decisions);
- people who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- people who have had an earlier term of public appointment terminated for certain reasons, for example poor performance or misconduct;
- people under a disqualification order under the Company Directors Disqualification Act 1986;
- people who have been removed from trusteeship of a charity;
- people occupying paid party political posts; holding sensitive, senior or prominent positions in any political organisation; who are nominated for election to political office; or who are members of the House of Commons.

Further advice about disqualification for appointment can be given by contacting ([PublicAppointments.DFE@education.gov.uk](mailto:PublicAppointments.DFE@education.gov.uk))



# Terms of Appointment

## Training

On appointment, members will be provided with an induction led by the STRB secretariat, which is part of the Office of Manpower Economics (OME).

## Conduct and standards in public life

Members are expected to demonstrate high standards of corporate and personal conduct and are required to adhere to the code of conduct for board members and demonstrate a sound understanding of and commitment to the principles of public life, both of which can be found here: <https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies>, <https://www.gov.uk/government/publications/the-7-principles-of-public-life>.

## Security clearance

Members of the STRB are required to have or be willing to undergo security clearance (basic check and criminal record check).

# Complaints

Please contact the Department for Education's Public Appointments Team if you would like to make a complaint regarding your application at:

[PublicAppointments.DFE@education.gov.uk](mailto:PublicAppointments.DFE@education.gov.uk)

We will acknowledge your complaint upon receipt and respond within 15 working days.

If you are not content with our response please contact the Commissioner for Public Appointments at:

[publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk)

Further information on complaints can be found on the Commissioner for Public Appointments' website:

<https://publicappointmentscommissioner.independent.gov.uk/>



THE COMMISSIONER  
FOR PUBLIC APPOINTMENTS