



School Teachers' Review Body



Department  
for Education

# Board Member - School Teachers' Review Body

## Applicant Information pack

**Closing date:**  
**15th January 2021 at midday**



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Department for Education

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# Introduction

Dear Applicant,

Thank you for your interest in this post.

The School Teachers' Review Body's role is to make recommendations to Ministers on matters relating to the pay and conditions of school teachers referred to it by the Secretary of State for Education. In recent years, we have been asked to both make annual recommendations about pay awards and to advise on reforms to pay and conditions to raise the status of the profession and support the recruitment and retention of high quality classroom teachers and school leaders in all schools.

We receive written and oral evidence from the government and organisations representing the teacher workforce and its employers. STRB members work cooperatively to assess and, as appropriate, challenge evidence from the government and others and to develop coherent recommendations on the teachers' pay system. We submit our reports to the Prime Minister and Secretary of State for Education. We also visit schools and local authorities to develop our understanding of issues facing teachers and school leadership teams.

The STRB's members contribute knowledge and experience of education, labour markets, HR and pay issues, and of managing change in complex organisations. We are now looking for a new member with skills and experience which will complement that of existing members.

I do hope you are excited by the challenges this opportunity presents and that you will be inspired to apply.

*Dr Patricia Rice*  
**Chair of the STRB**



# About Us

The role of the School Teachers' Review Body (STRB) is to make recommendations to the Prime Minister and Secretary of State for Education 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, and members undertake a series of visits to meet representatives of their remit groups. This enables them to gain first-hand knowledge of the pay and other issues of their remit groups.

The STRB is a statutory, independent, advisory body. It was established in 1991 and the current legal foundation for its function and work is Part Eight of the Education Act 2002.

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

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.

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 addition to providing recommendations on annual pay awards for teachers and school leaders, the STRB has been asked to report on a variety of matters in recent years, including moving toward a pay structure with higher starting and early career salaries and relatively flatter pay progression and providing additional guidance to schools through advisory pay points.

The STRB is now seeking to fill a vacancy, to:

- consider parties' written evidence, views and proposals;
- take oral evidence from parties;
- assimilate information and data on pay, policy, economic, workforce and financial matters;
- weigh evidence and undertake independent analysis; and
- formulate conclusions and make recommendations to the Government.

The STRB also meets with schools and local authorities to talk directly to teachers and school leaders and so develop its understanding of the issues they face.



# 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.**

- A strong track record of providing effective leadership at a senior level.
- A good 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.
- The ability to analyse and interpret a large amount of complex and sensitive information, providing insight and a working knowledge of the impact of any potential decisions on the workforce.
- An ability to communicate effectively in collective decision making, assessing/debating conflicting opinions across a wide range of perspectives and attitudes to form a coherent set of recommendations.

# Board Diversity

**The Department is focused on equality of opportunity and is committed to ensuring that public appointments better represent the views of the communities which they serve. We particularly encourage applicants from underrepresented groups, those based outside London and the South-East and applicants who have achieved success through non-traditional educational routes.**

The Department for Education has a strong culture of inclusion and diversity and it wants to encourage applications from people with a diverse range of backgrounds and educational routes. In 2018 we launched a five year strategy to create a department where everyone is able to bring their whole self to work and where honesty, challenge and innovation are encouraged and valued. We are recognised by leading diversity organisations for promoting diversity in the workplace.

We want to ensure any appointee to the Department's arm's length bodies is committed to promoting diversity, in its broadest possible sense. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation, helping to ensure that the organisation is one which a genuinely diverse range of views can be expressed, without fear or favour.

## **CHAMPIONING SOCIAL MOBILITY**

The Department champions social mobility in all of its policies and is committed to opening up opportunities for people from all backgrounds, all socio-economic classes and all regions of the UK. We are committed to embedding this principle into our recruitment and public appointments and expect all our leaders, including in arm's length bodies, to take action to attract and retain staff from all backgrounds, while also supporting them to progress within their careers

## **DISABILITY CONFIDENT**

We are a member of the Government's Disability Confident scheme and have achieved Disability Confident Leader status, signifying our role as champions of the scheme. We use the Disability Confident symbol, along with other like-minded employers, to show our commitment to good practice in employing people with a disability.

We ask that all applicants complete an anonymised Diversity Monitoring Form used for gathering data 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 January 2021 at midday**

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;**
- **we cannot provide feedback at application stage; feedback will only be given to candidates unsuccessful following interview.**





# Terms of appointment

## Remuneration and allowances

- Members receive a fee of £300 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 members will be made by the Secretary of State for Education, usually for a three-year period.
- Reappointment 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 in 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 25 full days per year, plus preparation time for reading meeting papers.
- Meetings are held in central London usually on Fridays.
- Visits to schools and local authorities across England are also undertaken.

### *An explanation of the time commitment*

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.

STRB members 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/>



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