**Recruitment and Retention Policy – The Sunbeck Centre**

**Updated:** April 2024

# Relocation

The scheme for recruitment and retention may apply to employees newly appointed to a Teaching or Senior Leadership post that is permanent. This policy does not apply to posts offered on a ‘casual’ or fixed term contract.

# Eligibility

An employee may receive assistance where:

1. The role is deemed by the Governing Body to be necessary as an incentive for the recruitment of new senior leaders and teachers.
2. Currently a teacher or senior leader (including ECT’s)
3. The post offered is a permanent post and not a fixed term post

# Amount that can be claimed

Once the teacher starts depending on the start date (usually January/Easter or September) an initial payment to be agreed by the school (pro rata for part time staff) will be paid through the school in the following pay month.

Subject to satisfactory performance after two years a further payment agreed by the school will be paid during the term following the 2 year anniversary.

This additional payment will not be paid if formal capability procedures are in place and ongoing.

# Repayment

Employees who leave their school role within a year of appointment will be required to repay a proportion of the payment. This is based on 1/12th of the total amount claimed for each complete month short of the year’s service. However, in circumstances of redundancy or early retirement on grounds of ill health, the recovery of the payment may be waived.

This policy applies to all posts that are part of EBACC subjects up to middle leadership/Head of Department posts. It may be also be applied for Senior Leadership posts at the discretion of The Sunbeck Centre.