



Supplementary information Employment at residential schools

Accepting your offer of employment

Please reply to our offer letter as soon as possible. Even if you are not able to accept the appointment, please return your offer letter giving us the reasons for this and whether you would be able to accept an appointment at another school. If we do not hear from you within 14 days we may withdraw the appointment offer.

If you need acknowledgement of receipt of your appointment acceptance, please include a stamped addressed envelope or postcard with your signed offer letter. We will not acknowledge offer letters which do not include this.

Information relating to the module content (teaching staff only) and the school timetable will be sent to you in advance of the school by the module team/host regional/national centre.

If you have been offered an appointment as a reserve tutor please note that the most likely time to be called on to teach is shortly before or after the school's scheduled start time. The Open University reserves the right to call on you to teach at any time during the school. Those reserve tutors who refuse, without good reason, to teach when called on will not be paid the retainer and may jeopardise their chances of being offered future appointments.

Declining your offer of employment

If you need to withdraw from an appointment after you have accepted it, please let the residential schools team know in writing as soon as possible. If you need to withdraw after 16:00 on the first day of the appointment or, for schools starting Saturday or Sunday, after 16:00 on the Friday before the school, you should instead contact the administrator at the school venue.

Contact details for the school are available from our website by selecting your module code and clicking on your school venue: <http://www3.open.ac.uk/residential-school-jobs>.

If you do not contact us immediately about your unavailability it may jeopardise your chances of being given a future residential schools appointment.

Venue

The offer letter states the school venue for your appointment. You will be sent further details regarding arrival and departure times closer to the school start date if this has not been enclosed with your offer letter. For our summer residential schools programme, you are normally expected to arrive before lunch on the Saturday and depart Friday afternoon.

Further information on residential schools venues, including how to get there, is available under individual module sections on our website at: <http://www3.open.ac.uk/residential-school-jobs>.

Remuneration

A monthly payment will be made direct to your bank/building society. You will need to complete an Engagement Form and Tax Enquiry Form (P46) if you are not a salaried member of University staff and have not held a residential schools or associate lecturer appointment since April the previous year.

You will also need to complete this form if you have asked for a P45 since April last year, or your bank/building society details have changed. Please complete your form carefully as incorrect details can delay payment. Payment will be withheld if you fail to give a valid national insurance number.

Taxation and national insurance

Please refer to section six of *Terms and conditions of service – Residential schools staff*. If you have submitted Form P46 your circumstances may mean you are eligible only for reduced deductions rather than full exemption.

If PAYE deductions have been made because you did not provide us with your Form P46 in good time before starting your appointment, you will need to request Form P45 from the residential schools team. Please note that you can only request this after the final day of your appointment.

On receipt of Form P45 you should contact the address below to make enquiries about PAYE deductions being repaid:

HM Revenue & Customs Milton Keynes
299 Silbury Boulevard
Witan Gate West
Milton Keynes
MK9 1NG

Further information may be available on the HM Revenue & Customs website at: www.hmrc.gov.uk.

Personal details

We have taken your name and address details from your application form, but please contact us if these are incorrect or change. You should also let us know if you will be at a different address over the school period and, if this is a temporary address, the dates between which that address should be used.

Support for staff

You can expect to receive help and support both before and during your residential school. In particular, our mentoring and monitoring schemes are in place to help new staff make an effective contribution to their residential school.

All residential schools staff can access the University's new inclusive teaching website which includes practical advice about teaching inclusively. It will give you an insight into what study is like for disabled students, and what you can do to make a difference:

www.open.ac.uk/inclusiveteaching

Mentoring

The Open University has a mentoring scheme for those who are new to residential schools. You may find that you are assigned a mentor who is an experienced residential school tutor. Mentors help new staff make a more effective contribution to the residential school by giving advice, information, and encouragement. The mentor may contact you before the residential school and will be a source of support while you are there. If it is not possible to give you a mentor, you will still be able to draw on the support of other experienced colleagues on a more informal basis.

Monitoring

The school director¹ is responsible for monitoring the performance of teaching staff at the school and preparing individual monitoring reports. You have the right to see your completed monitoring report and the school director will ensure you have the opportunity to discuss the report should this be an adverse one.

The monitoring grade will be recorded electronically by the residential schools team on your staff record. Monitoring is intended to support you in making a more effective contribution to any future schools by giving advice, information, and encouragement. It also provides feedback for module teams making future residential schools appointments.

Eligibility to work

The Open University regrets that it is unable to employ anyone who does not have the right to live and work in the country in which the job they are applying for is based. If you have not worked for the University previously, you will be required to provide proof that you are eligible to work in accordance with Section Eight of the Asylum and Immigration Act 1996. Our appointment offer will be withdrawn if you fail to provide such evidence.

Work permits

Because of the short period between appointment and residential school, it's not usually possible to get a work permit for Open University business school residential schools.

European Health Insurance Card

If you are resident within the European Economic Area, you are advised to bring a European Health Insurance Card when attending a school held in another European Economic Area country as this will give you access to free or reduced cost medical treatment.

Travel

The University tries to keep travel distances and costs in appointing staff to the minimum. Return travelling expenses will be paid once for each continuous appointment at a residential school. If you go home between two consecutive schools, your expenses for the journey there and back to the school will not be paid.

All employees travelling to residential school are expected to use the least expensive means of transport that is practical. This may mean that you should use public transport. The University will not pay travelling expenses or subsistence claims incurred outside the British Isles by employees other than Open University associate lecturers travelling to residential schools in the United Kingdom or Ireland. Those travelling to schools outside the UK or Ireland should contact us for advice. Full guidance on our travel policy is available in the guide *Travelling to your residential school* available from our website <http://www3.open.ac.uk/residential-school-jobs>.

Further Advice

Please contact residential schools team:

- by phone +44(0)1908 653 235
- by email residential-school-jobs@open.ac.uk

¹ At OU business school residential schools this role will be performed by the module director.