

This content is no longer current and was archived on 21 June 2016.  
For latest information from SCE please visit:  
<https://www.gov.uk/government/collections/service-childrens-education>.

## **SUPPLY PARTICULARS**

### **GENERAL INFORMATION**

SCE maintains schools overseas for the children of Service and MoD Civilian personnel, mostly in Germany and Cyprus. All SCE schools follow the National Curriculum, including NC assessment. SCE schools undergo regular HMI inspections, carried out under the Ofsted framework. The majority of teachers are recruited from the UK.

We seek to establish a pool of teachers available for supply work in SCE schools primarily in Germany, however there might be a requirement in other areas, as and when the need arises. Schools are located to serve the main Garrisons of British Forces in Germany, Cyprus and in other overseas locations.

### **EMPLOYMENT DETAILS**

If required for supply work, this would be for a minimum continuous period of four weeks, possibly in more than one school. Some work, maternity cover for example, may be for longer periods but normally not more than two terms. Due to the drawdown of Germany, there are opportunities for longer fixed term appointments of 1, 2 and 3 years. The exact period of employment would be by agreement between the supply teacher and SCE.

Conditions of employment, including salary will be in accordance with the SCE Pay and Conditions Document, which mirrors that for teachers in England and Wales. Pay will depend upon your position on the main or post-threshold pay scale, as appropriate.

You will be expected to assume full responsibility for the class (es) to which you will be assigned, and will undertake the same duties and responsibilities as the teacher(s) you are replacing. In contributing fully to the life of the school, it is expected that you will attend staff meetings, parents' evenings, training days etc as required by the Headteacher.

### **PRE-EMPLOYMENT CHECKS AND SECURITY CLEARANCE**

Although employed overseas these are classified as a UK based appointment. All such appointments are subject to certain pre-employment checks and where appropriate security clearance. You will be required to complete questionnaires accordingly. You should be aware that if successful at interview, and appointed to the pool this would be subject to satisfactory completion of related enquiries, which might take a number of weeks. You should not take steps to change any current employment or make any financial commitments until you have received a formal offer of appointment for a particular posting from the Supply pool.

### **MEDICAL CLEARANCE**

Similarly all UK based appointments are subject to confirmation of medical fitness for service overseas as well as to teach, and to work with children or vulnerable adults. As part of this process successful candidates are required to complete a medical questionnaire and other documentation.

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### **PAYMENT OF SALARY**

Your salary whilst serving overseas will be subject to UK Income Tax and ERNIC contributions and will be paid monthly in arrears by credit transfer to your bank or an approved building society.

### **TRAVEL AND ACCOMMODATION**

The return cost of travel between your home in the UK and your place of work in Germany or Cyprus will be met on each occasion that you are drawn from the UK pool (subject to restrictions). It is assumed that you would usually wish to bring your own car to Germany, in which case mileage and ferry or Channel Tunnel costs will be met within limits but agreement must be sought first. If working in Germany travel costs to and from the UK at weekends and at other times are ordinarily an individual responsibility.

Accommodation will vary, depending on the location. Normally, you will be accommodated in a military Mess for which you may claim the Mess rate of Cost of Living Allowance (COLA). This allowance should cover your costs for food in the Mess and associated Mess charges. You should not be charged for Mess accommodation. If it is not possible for you to live in a Service Mess, you will live in a local hotel or guesthouse or when available Service Families Accommodation (SFA). You will be able to claim receipted actual reasonable costs for breakfast in the hotel/guest house and for an evening meal either in the hotel/guest house or elsewhere. Lunch (normally taken in school or within the local environment of the school) will be a personal responsibility.

If you stay in hotel/guest house accommodation and are claiming subsistence then you will also be entitled to claim the overseas Incidental Expenses Allowance currently £5 for each night of your residence.

As an alternative to Mess or hotel/guest house accommodation there might be a possibility that official accommodation, either a flat or a house might be available. However, this would depend on the availability of such accommodation, which cannot be guaranteed as the demand and supply varies from garrison to garrison. If you move into a house or flat you would also be entitled to the removal at official expense of your personal possessions within certain limits (between 1 and 2.6 cubic metres) depending on the time you are expected to serve overseas. When vacating official accommodation, you will be expected to clean or arrange for cleaning of your quarter in accordance with the local housing regulations, at your own expense. If you wish to make further enquiries about official accommodation you should discuss this matter with your headteacher who would make enquiries with the local housing officer.

### **ENTITLEMENT TO BRITISH FORCES GERMANY (BFG) FACILITIES**

As far as practicable arrangements are made to ensure that you are provided with medical and dental treatment equivalent to that in the UK. Where possible Service medical facilities are provided free of charge.

Medical cover when traveling for private purposes away from your area of duty may not be available under official arrangements and you are strongly advised to obtain adequate insurance protection and carry a European Health Insurance card.

You will be issued with a temporary pass, which will enable you to make use of NAAFI shopping facilities.

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### **INSURANCE**

While you are overseas it is your responsibility to ensure that all your personal effects are adequately insured.

If you chose to bring you car you will need to ensure that you have adequate cover including a green card.

### **PASSPORTS**

You must have a current passport valid for at least 6 months beyond the date from which any offered period of employment commences.

### **CONDUCT AND DISCIPLINE**

While living overseas in a Service community, you will be subject to Military Law and are expected to conform to the standards, which prevail there. You should remember that you will appear in the eyes of the host community as representatives of the UK and should behave accordingly. Behavior in private life, which in the UK would not generally concern MOD, could discredit the UK or MOD if practiced overseas. For example, if debts are incurred, care should be taken to settle them promptly.

### **HOLIDAY PAY**

UK Based supply teachers are paid holiday pay at the rate of one weeks pay for each complete three weeks worked when working less than a term. When working a full term holiday pay is paid for the holiday period covered by the fixed term contract. Holiday pay is usually paid at the end of your contract to the account of your choice.