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The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Bournemouth, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

“Serve the Lord joyfully”

A secondment is defined as the temporary transfer of an employee to another service, project or external organisation. It is intended to provide a solution to an area of staff shortage and/or a development opportunity. In the event that the secondment is providing a short-term solution, the

This policy applies to permanent employees of the Trust who have been in post for more than 12 months. It will not apply to employees with casual contracts or employees with temporary or fixed term contracts.

The Trust will have a strategic role to monitor, evaluate and scrutinise the operation of this policy to ensure their overriding objectives are achieved. Where relevant, the Local Governing Committees have delegated responsibility through the schools' personnel committees to monitor the effectiveness of secondments at a local level. These committees will receive an annual update on secondments. Where a change in this policy is required, this will be forwarded to the Trust Board after appropriate consultation with staff and Local Governing Committees.

The CEO supported by the CFO, and school Headteachers will have operational responsibility for implementing this policy and ensuring that appropriate cover can be accommodated. This will be achieved by being responsible for ensuring procedures are in place to maintain a detailed calendar of school events/activities, inclusive of teaching timetables, the monitoring of sickness and other absences, together with ensuring secondment applications are considered reasonably.

Senior Management will provide the Headteacher with the information they require to carry out their role, in terms of what cover may be needed to support the secondment.

External

A trust employee remains under contract to the Trust but is based in another, external organisation for a defined period of time. The employee retains all existing Trust terms and conditions, including continuous service, employment policies and existing pay and pension arrangements. The conditions of the secondment however may add terms and conditions over and above those of the Trust.

Internal

A Trust employee is temporarily working for another part of the Trust than their normal place of or in another role within their substantive school for a short term, defined period of time with a view to returning to their substantive post at the end of the period. The terms and conditions may temporarily change for the duration of the secondment and the individual would automatically revert back to their substantive terms and conditions at the end of the secondment.

Ironing

An employee of an external organisation is temporarily working for the Trust.

