



**Notification of Change (Teaching)**

**1 Current details**

<b>Employee Name</b>		<b>Employee Number</b>	
<b>Effective Date of Change</b>		<b>Position Number</b>	
<b>Location</b>			

**2**

<b>Do you require a new post to be created as part of this change?</b>	
<b>New Post Number</b>	
<b>Do you require a new position to be created as part of this change?</b>	
<b>New Position Number</b>	

**3 Reason for change**

\* If work pattern is required to be updated as a result of these changes, please complete Section 10 – New Work Pattern Details

<b>a. Transfer (Complete Reporting Manager Information below if Appropriate)</b>	<b>Reason</b>	
	<b>New Location Name</b>	

	New Location Address			
	New Designation			
	New Position No		New Grade	
	New Reporting Manager Name			
	Temporary Transfer		Expiry Date Of Temporary Contract	

<b>Cost centre change</b>	New Cost Centre			
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<b>Change in Hours</b> <small>(If this is a result of a Smarter Working request please attach ALL Paperwork)</small>	New Hours			
	Temporary Change		Expiry Date of Temporary Change	

	Temporary Change Reason (if app)			
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<b>Salary change</b>	Reason			
	New Salary		New Grade	

<b>Revert to substantive post</b>	Substantive Post		Position No	
	New Reporting Manager			
	New Salary		New Grade	

**f. Other  
(provide  
details)**

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**4 Additional Payments**

<b>Additional Payments</b>	First Aid Allowance		Additional Basic Overtime (Full Time Staff Only)	
	Cash Conservation		Cash Conservation End Date	

**Additional Information**

<b>Subjects Staff are qualified to Teach</b>	Please advise of the subjects this member of staff is qualified to teach and also if these are Fully Registered or Provisional subjects

Census  
Information

**5 Terminations**

Termination  
Reason

Resignations - NOCs are no longer required for Resignations. Resignations are now processed via mySelf and myTeam. Employee and Manager guidance found here - <https://mynl.co.uk/knowledge-base/guides/>

Termination  
effective  
form

Letter  
Attached

Other  
(please  
provide  
details)

Has Position  
on Itrent to  
be ended

\* If yes, please complete relevant forms and send to Workforce Systems & Analytics Team

## 6 Reporting Manager Information

<b>Reporting Manager Information</b>	Does this employee have linemanagement responsibilities?	
	* If yes, you should attach a list of all employees who reported to this manager.	
	Who should employees report to until the post is filled?	

## 7 HR BP / ER Use Only

Pay in Lieu of Notice (if appropriate)	+	weeks
Added Years Payment – Premature Retiral (if appropriate)	£	
Pension forms completed?		

## Employee's Line Manager

<b>Name</b>		<b>Designation</b>	
<b>Signature</b>		<b>Date</b>	

## HR Business Partner/Employee Relations (if applicable)

<b>Name</b>		<b>Designation</b>	
<b>Signature</b>		<b>Date</b>	

Once completed please e-mail this form with all relevant letters and attachments to

People Operations Team:

**ESCPeopleOperations@northlan.gov.uk**

Please complete the new work pattern details on the next page if appropriate.

Week 1	AM Start	AM End	PM Start	PM End	Unpaid Break
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Week 2	AM Start	AM End	PM Start	PM End	Unpaid Break
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Week 3	Am Start	Am End	Pm Start	Pm End	Unpaid Break
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Week 4	AM Start	AM End	PM Start	PM End	Unpaid Break
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

<b>Commencing From:</b>	<b>Week No</b>	<b>Day</b>	
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If a rota is more than 4 weeks, please attach a copy of the employee's rota.