

# Viking Academy Trust



## Second Job Policy

The VIKING ACADEMY TRUST 'Second Jobs Policy' has been written using advice from CIPD and ACAS

**Approved by the Trust: Term 1 2020**

**Reviewed annually: Term 1**

**Last review date: Term 1 2024**

**Signed:**

A handwritten signature in black ink, appearing to read 'A Robb', is written over a faint rectangular stamp.

**Chair of Trustees**



# Viking Academy Trust

## ‘Second Job Policy’

‘Empower children through education: One Childhood One Chance’

### GENERAL POLICY STATEMENT

**All staff, governors and Trustees** make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

**All staff, governors and Trustees** act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils

### Schools in the Viking Academy Trust (VAT)

Chilton Primary School  
Ramsgate Arts Primary School  
Upton Junior School

This ‘Second Job Policy’ is for all the aforementioned schools.

The Viking Academy Trust operates the following policy on the subject of employees taking a second job.

A "second job" for the purposes of this policy is any job, whether paid or unpaid, with any employer and on any type of contractual arrangement or any type of self-employment. The carrying out of public duties does not count as a second job, nor do outside interests such as managing personal investments or membership of a committee where it is not job-related. The term “organisation” represents the Viking Academy Trust.

Any employee who wishes to take another job must, before commencing the second job, must request and be granted written permission. The organisation does not prohibit employees from taking secondary employment and will not unreasonably withhold permission for an employee to work in a second job, **provided that the second job does not interfere, and is not likely to interfere, with the performance of the employee's job with this organisation.**

To request permission to take a second job, the employee should complete the ‘VAT Second Job’ Notification/Request Form (*Employees with second jobs held prior to September 2020 need to complete the form as ‘notification’. Post September 2020, request must first be granted.*) which informs the Trust of the following:

- the name of the second employer;
- the type of business in which the second employer is engaged;
- the type of work involved;
- the proposed hours of work; and

- the proposed location of the work.

The Executive Headteacher will [in conjunction with the Head of School /HR department] give the employee a decision on whether or not permission is granted. The decision will be given within one week of the request and will be confirmed in writing (via email/Key Survey).

The Viking Academy Trust (the organisation) reserves the right to refuse the employee's request to take a second job / or request further information regarding the nature of the second employment if:

- the job is with a competitor organisation (school) or an organisation engaged in the same type of business (Tutoring or extra-curricular activities aimed at children);
- the job is with a parent or family connected to the Viking Academy Trust;
- the job is with an organisation that provides goods or services to the Trust, or has any other type of contractual arrangement with the Trust;
- the job or the type of work involved might, in the opinion of this organisation, represent a conflict of interest or might reflect badly on the reputation of this organisation;
- the hours of work would be likely, in the opinion of this organisation, to interfere with the employee's performance, attendance and/or timekeeping;
- the hours involved in the second job might have an adverse impact on the employee's availability to work overtime / fulfil Teacher's T&C with this organisation, as required by their contract of employment; or
- the total number of hours worked in both jobs would be likely, in the opinion of this organisation, to impact on health and safety, or contravene any of the provisions of the Working Time Regulations 1998.
- the job (or any aspect of the job) cannot be completed during contracted hours or on school site eg online or using school-based materials to support second job (photocopying school owned resources/materials or private copying)

If the Viking Academy Trust grants permission for an employee to take a second job, the employee's Head of School / line manager will review the arrangements at least once a year (usually during appraisal reviews). If at any time the employee's HoS / line manager considers that there might be a problem (eg if the employee frequently appears tired or distracted) the HoS / line manager should immediately set up an informal meeting with the employee to review the matter.

The Viking Academy Trust reserves the right, at any time, to rescind its permission for the employee to hold the second job if, in the line manager's reasonable view, the second job is having an adverse impact on the employee's performance, attendance or timekeeping (or any other aspect of the employee's employment with this organisation). When permission is rescinded, the manager will write to the employee to give them full reasons for the decision and reasonable notice, so as to allow the employee to give notice of termination to the second employer.

Employees who are granted permission under this policy to take a second job have a duty to this organisation (Viking Academy Trust) to ensure that they remain fit to do their job, for example to make sure that they do not become over-tired through working long hours.

Any employee who acts in breach of this policy, for example by taking a second job (including self-employment) without first obtaining permission, or by lying about or failing to disclose the circumstances of a second job, will be subject to disciplinary action up to and including summary dismissal. **\*click [here](#) to complete 'VAT Second Job Notification/Request Form' (via Key Survey)**