



Summary of Conditions of Service

The main conditions of service for staff employed at the College are summarised below:

1. Working Hours

Staff are expected to work such hours as are reasonably necessary for the proper performance of their duties and responsibilities, with a minimum of 37 hours per week for a full-time employee.

Student learning programmes are scheduled throughout the normal working day and also in the evenings and at weekends. Staff are required to work flexibly in accordance with the needs of the service, which may include some evening and weekend working, depending on the role.

2. Pay and Benefits

The Corporation is committed to a pay and benefits policy that recognises the value and performance of its staff. New staffs are appointed to an appropriate starting salary within the defined salary range for the post, based on their qualifications, skills and expertise. There is an annual salary review in accordance with College policy, with increases being subject to College, team and individual performance, as well as the range of an individual's duties and responsibilities.

3. Holiday Entitlement

Managers and teaching staff

35 working days per year for full-time staff, plus Public Holidays and an additional 2 or 3 days for Christmas closure in each holiday year

Support staff

23 working days per year for full-time staff, plus one additional day for each year of service, up to a maximum of 28 days, plus Public Holidays and an additional 2 or 3 days for Christmas closure in each holiday year

Associate Lecturers (hourly paid)

23 working days per academic year

The timing of all holiday is subject to the agreement of the line manager. Staff are normally expected to take the majority of their annual leave during College student vacation periods.

4. Staff Development and Review

All College staff have the opportunity to undertake appropriate training and development and to obtain further qualifications appropriate for their role, as may be determined from time to time by an appraisal and performance review process. Staff are expected to take responsibility for their own development and updating and to participate actively in these processes.

As part of their duties, College staff may be required to travel either within the United Kingdom or outside it. Such travel may include attendance at conferences or seminars for the purpose of maintaining and updating professional skills and the supervision of students on visits and work placements.

5. Pensions and Retirement

Staff are entitled to participate in the Teachers' Pension Scheme or the Local Government Pension Scheme, according to their role. These are both contributory schemes which pay guaranteed benefits, which are protected against inflation. The benefits are an annual pension and a tax-free lump sum. Both schemes also make provision for ill health, death and family benefits. The schemes are 'final salary' schemes which means that benefits are based on your salary when you retire, not the salary on which you have paid contributions during your career.

Both pension schemes are contracted out of the State Earnings Relation Pension Scheme. Staff not joining the relevant pension scheme must participate in the State pension scheme or take out a personal pension.

6. Probationary Period

The first 6 months' employment will be a probationary period, during which time the member of staff's suitability for the position to which s/he has been appointed will be assessed. The College reserves the right to extend the probationary period if, in its opinion, circumstances so require. One month's notice on either side will normally be required to terminate employment during the probationary period.

7. Termination of Employment

After the completion of the probationary period, the periods of notice required to terminate employment for staff at the College are as follows:

<i>Directors:</i>	four months' notice
<i>Managers and teaching staff:</i>	three months
<i>Support staff:</i>	one month
<i>Associate Lecturers:</i>	two weeks

8. Standards of Dress

All staff are expected to act as role models to students and this extends to standards of dress, which must be appropriate for the working and learning environment.

9. No Smoking Policy

The College has a no smoking policy and staff are not permitted to smoke inside College centres or outside whilst on college duty. From 1 July 2007 you are not permitted to smoke in any part of the College or College grounds including cars and College car parks.

This statement is intended to give a broad idea only of the terms and conditions of employment. Full terms and conditions will be confirmed with the successful candidate in the contract of employment. This document does not form part of the terms and conditions of employment, nor does it constitute an offer of employment.