

Conditions of Service: Head of Department – Digital and Creative

Contract Type	Permanent
Grade	MS4
Salary	£50,048 - £56,337
Pay Date	27 th of each month
Probationary Period	6 months
Hours of work per week	37
Annual Leave Entitlement	35 days
Annual Leave Year	1 September – 31 August
Bank Holidays	8 public holiday's, extra statutory and 10 College closure days in addition to annual leave entitlement
Pension	<p>You will automatically become a member of the Teachers' Pension Scheme. You can opt out of the scheme within three months of taking up the post.</p> <p>You can check the current contribution rates by following this link: Understand how much you'll pay New Starter Teachers' Pensions (teacherspensions.co.uk)</p>
Medical	All employees must undergo a health check and may be required to undergo a medical examination
Smoking	The College has a total no smoking policy within the College buildings, grounds and car parks
Place of work	Members of staff may be required to work on either a temporary or indefinite basis at any premises within a reasonable daily travelling at which the College currently has or may subsequently acquire or at any premises at which it may from time to time provide services
Performance Review	You are required to participate in the College's Performance Review Scheme
Notice by the College	This job can be terminated by the College by giving 3 months' notice after completion of a probationary period or extension of that probationary period (except in the case of gross misconduct where your employment may be terminated without notice)
Notice by member of staff	You can terminate employment at any time by giving the College 3 months' notice in writing
Offer of Appointment	<p>An offer of appointment is subject to:-</p> <ul style="list-style-type: none"> • A medical report satisfactory to the College

- Receipt of documentation to prove eligibility to work in the UK
- Receipt of references satisfactory to the College
- Receipt of all original copies of relevant certificates or evidence of qualifications gained
- Successful completion of a probationary period
- Receipt of an enhanced DBS Disclosure to the satisfaction of the College. You may be required to provide additional information if you are a non-British citizen or have lived overseas

Date: 4th July 2024

Job reference: RR2046

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