

# Conditions of Service

<b>Contract Type</b>	Permanent
<b>Grade</b>	MS3
<b>Salary</b>	£44,464 - £50,048
<b>Pay Date</b>	27 <sup>th</sup> of each month
<b>Probationary Period</b>	6 months
<b>Hours of work per week</b>	37
<b>Annual Leave Entitlement</b>	30 - Pro-rata for part time roles
<b>Annual Leave Year</b>	1 September – 31 August
<b>Bank Holidays</b>	8 public holiday's, extra statutory and 10 College closure days in addition to annual leave entitlement
<b>Pension</b>	<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: <a href="https://www.teacherspensions.co.uk/understand-how-much-youll-pay-new-starter-teachers-pensions">Understand how much you'll pay   New Starter   Teachers' Pensions (teacherspensions.co.uk)</a></p>
<b>Medical</b>	All employees must undergo a health check and may be required to undergo a medical examination
<b>Smoking</b>	The College has a total no smoking policy within the College buildings, grounds and car parks
<b>Place of work</b>	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
<b>Performance Review</b>	You are required to participate in the College's Performance Review Scheme
<b>Notice by the College</b>	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)
<b>Notice by member of staff</b>	You can terminate employment at any time by giving the College 3 months' notice in writing
<b>Offer of Appointment</b>	<p>An offer of appointment is subject to:-</p> <ul style="list-style-type: none"> <li>• A medical report satisfactory to the College</li> <li>• Receipt of documentation to prove eligibility to work in the UK</li> </ul>

- 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: 10/10/24**

**Job reference: HOD AD&RS**

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