

## Conditions of Service

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| <b>Contract Type</b>            | Fixed Term   |
| <b>Grade</b>                    | Lecturer   |
| <b>Salary</b>                   | £31,437 - £39,296 pro-rata   |
| <b>Pay Date</b>                 | 27 <sup>th</sup> of each month   |
| <b>Probationary Period</b>      | 6 months   |
| <b>Hours of work per week</b>   | 6 hours teaching, 3.25 hours admin   |
| <b>Annual Leave Entitlement</b> | 35 - 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/">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   |

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|                                  | 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>      | An offer of appointment is subject to:- <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><li>• Receipt of references satisfactory to the College</li><li>• Receipt of all original copies of relevant certificates or evidence of qualifications gained</li><li>• Successful completion of a probationary period</li><li>• 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</li></ul> |

Date:

Job reference:

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