

SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

LECTURERS

WORKING HOURS	You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 35 hours per week.
PENSION SCHEME	You are entitled to join the Teachers' Pension Scheme Current contribution rate is 6% for the employee and 14% for the employer. It is a final salary scheme providing an annual pension and tax free lump sum on retirement, based on length of service and final pensionable pay.
HOLIDAYS	You will receive 60 days holiday in each holiday year (to include 15 days Bank and Public Holidays and efficiency closures).
PROBATIONARY PERIOD	You are required to complete a two term probationary period.
PAYMENT	Your salary will be paid on the last working day of each month by direct credit transfer.
PDR / CPD	You will have the opportunity to participate in a personal development review (PDR) on an annual basis. We operate a continuous professional development scheme and you will be able to continuously update your knowledge/skills.
SMOKING	Smoking is not permitted on College premises except in designated smoking areas.
NOTICE	<p>You may terminate your employment at any time by giving eight weeks notice, in writing, to the Principal. If you intend to leave during the summer term, you are required to give twelve weeks notice. You shall ensure that the notice period extends to the end of the academic term unless otherwise agreed by the Principal.</p> <p>You are entitled to receive notice in writing, whichever is the greater of: eight weeks notice or one week's notice for each year of continuous service, up to a maximum of twelve weeks.</p>

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SUPPORT STAFF

WORKING HOURS	Your normal working hours are 37 hours per week.
PENSION SCHEME	You are entitled to join the Local Government Pension Scheme. Current contribution rate is 6% for the employee and 15% for the employer. It is a final salary scheme providing an annual pension and tax free lump sum on retirement, based on length of service and final pensionable pay.
HOLIDAYS	In addition to Statutory Holidays you will receive 25 days holiday in each annual leave year (1 st June to 31 st May).
PROBATIONARY PERIOD	You are required to complete a six month probationary period.
PAYMENT	Your salary will be paid on the last working day of each month by direct credit transfer.
PDR / CPD	You will have the opportunity to participate in a personal development review (PDR) on an annual basis. We operate a continuous professional development scheme and you will be able to continuously update your knowledge/skills.
SMOKING	Smoking is not permitted on College premises except in designated smoking areas.
NOTICE	<p>You may terminate your employment at any time by giving four weeks notice, in writing, to the Principal.</p> <p>You are entitled to receive notice in writing, whichever is the greater of: four weeks notice or one week's notice for each year of continuous service, up to a maximum of twelve weeks.</p>