

**HILLS ROAD SIXTH FORM COLLEGE**  
**PRINCIPAL CONDITIONS OF SERVICE**

**Salary Scales**

- Pay spines are reviewed by the Corporation not less frequently than once a year. In deciding on levels of pay the Corporation will, subject to budgetary considerations, normally intend to implement the recommendations of the national Committees for Teaching Staff and Support Staff. The current pay spines are attached.

**Payment of Salaries**

- Salaries are paid by credit transfer to a nominated account on the last working day of each month. The December salary is normally paid in advance of the month end, just prior to Christmas.

**Benefits:**

- Employees of the College are eligible to join either the Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Support Staff), both of which are final salary schemes. All new staff will receive the appropriate information with their offer of employment letter.
- The College operates generous sickness and maternity, paternity or adoption leave and pay schemes.
- The College offers a Childcare Voucher Scheme
- The College offers an Eyecare Voucher Scheme
- The College runs a Cycle to Work scheme offering tax free bicycles
- All employees are entitled to free use of the Hills Road Sports and Tennis Centre between 7.00am and 6.00pm Monday to Friday, including College holidays.
- Discounted fees for member of staff and family on the College's extensive Adult Education programme
- Free car parking is available on site upon application to the Estates Bursar.

**Probation**

- Newly appointed staff are subject to a period of probationary service of 6 months. During the probationary period employees are supported by their line manager, and will be expected to establish their suitability for the appointment.

**Continuous Service**

- An employee's continuous service for statutory employment rights dates from the date of commencement of service with the College.
- Previous continuous service with an organisation(s) covered by the Redundancy Payments (Local Government)(Modification)) Orders will be included in calculating entitlement to a redundancy payment, maternity pay and leave, sickness pay and leave and annual leave.

**Appraisal**

- All permanent staff will participate in the College's Appraisal Scheme. Staff employed on a temporary basis may contact the Deputy Principal if they wish to be considered for inclusion in the process.

**Staff Development**

- The College has received the 'Investors in People' award and recognises the importance of providing continuous professional development opportunities for all its staff.

**College Handbook**

- A College Handbook is available on the College intranet. The Handbook is an important source of reference on all matters of College policy and procedures.

**No Smoking Policy**

- The College operates a 'no smoking policy' which aims to provide a smoke-free environment for the health and comfort of staff, students and visitors.

## **TEACHING STAFF**

### **Working time**

- Part-time teaching staff who are paid on a percentage rather than on a sessional basis should expect to participate in non-teaching duties and responsibilities proportionately as notified to you by the College.
- Full-time teaching staff are required to work for 195 days in any year of which 190 will be days on which there is a requirement to teach in addition to carrying out other duties. Within this 195 days, up to 1265 hours a year is allocated reasonably by the Principal. Within the 1265 hours there may be a requirement to teach for up to 6 hours over two evenings per week.

### **Notice Periods**

- A teacher is entitled to receive, or required to give, two months' notice of termination of employment and in the Summer Term three months', terminating at the end of term as defined below for this purpose:
  - the Autumn term ending on 31st December
  - the Spring term ending on 30th April
  - the Summer term ending on 31st August

and, in addition, during the probationary period, in the case of the employer terminating at the end of the following period:

the Summer half term ending on 31st May

### **Induction**

- Newly qualified teachers (with PGCE [schools]) may be able to participate in a formal induction period, involving a Local Education Authority. Such induction is necessary for a teacher to work in a maintained school in the future. The College will provide further details as appropriate.

### **Unqualified Teachers**

- Unqualified teachers will need to obtain a qualification appropriate for their duties within two years (or four years for part-time staff). The College will provide further details of suitable qualifications and the necessary arrangements if appropriate.

### **Government Initiatives for Newly Qualified Teachers**

- Newly qualified teachers in certain subjects may be eligible for Repayment of Student Loans and up to £5,000 as a Golden Hello under Government initiatives.

### **Key Worker Living**

- As 'key workers' successful applicants may be eligible for assistance to buy or rent a home under the Government 'key worker living' initiative.

The Assistant Principal (Resources) and members of her staff will be happy to provide further information on other terms and conditions of employment.

## **SUPPORT STAFF**

### **Annual Leave**

- Full year staff (52 week contract) are entitled to the following annual leave (inclusive of 2 extra statutory days):

|                                    |                   |
|------------------------------------|-------------------|
| minimum leave                      | - 24 working days |
| after 5 years' continuous service  | - 27 working days |
| after 10 years' continuous service | - 29 working days |

plus 8 public holidays

The leave period is from 1<sup>st</sup> April to 31<sup>st</sup> March.

### **Working Time**

- Full-time employees normally work 37 hours per week excluding meal breaks. Start and finish times are by arrangements with your line manager.

### **Notice Periods**

- The period of notice required to terminate a member of staff's appointment shall be clearly defined in their contract. The minimum periods of notice follow:

#### Period of Continuous Employment

#### Minimum Notice

##### By the College:

One month or more but less than 2 years

Two years or more but less than 12 years

Twelve years or more

One week

One week for each year of continuous employment

Not less than 12 weeks

##### By the Employee

Any period

The ordinary period from one payment of salary or wages to the next.

The Assistant Principal (Resources) and members of her staff will be happy to provide further information on other terms and conditions of employment.

## **INSTRUCTORS/ADULT EDUCATION TUTORS**

### **Working Time**

Instructors and Adult Education Tutors are paid according to the number of hours that they are contracted to work to complete the requirements of the course.

### **Annual Leave**

Details of holiday periods are made available in each contract and are generally pro-rata of 20 days per annum. Full salary is paid during these holiday periods unless you are receiving less than full salary arising from the application of the maternity scheme, sick pay scheme etc. Since Instructors and Tutors are required to work for a fixed duration the appropriate holiday allowance is included as an addition at the end of the contractual working period.

### **Notice Periods**

The contract terminates automatically at the end of the course without specific notice required of the employee or the College.

Where necessary the contract may be terminated before the due expiry date by either the college or the employee giving one month's notice.

If you have been continuously employed for more than eight years you are entitled to receive longer notice as specified in the Employment Protection (Consolidation) Act 1978.

The Assistant Principal (Resources) and members of her staff will be happy to provide further information on other terms and conditions of employment.