

CANTERBURY COLLEGE
MAIN CONDITIONS AND BENEFITS OF EMPLOYMENT

ACADEMIC CO-ORDINATOR

This summary offers general guidance to prospective employees and at this stage does not form part of any contract of employment. If successful in your employment application, your conditions of service will be confirmed to you.

SALARIES: Candidates are normally appointed to the starting point of the salary scale, progression annually through the scale is based on achieving a good level of performance, and continuous professional development is encouraged.

Salaries are paid by credit transfer directly into your bank/building society account on the 25th of each calendar month, or on the previous working day where the 25th falls on a weekend or public holiday.

HOURS OF WORK: The standard College day runs from 8.45am - 5.15pm Mon -Thurs, and 8.45am – 4.45pm on Fridays, with 37 hrs forming the full-time week. Part-time posts are calculated according to FTE (Full Time Equivalent) eg. 0.5 FTE = 18/5 hrs/wk. Since teaching hours vary according to grade of post, please refer to the relevant job description for specific information. New staff will receive a 25% reduction in teaching timetable for the first term.

LEAVE: The College's annual leave year runs from 1st August to 31st July and entitlement for your first leave year will be calculated on a pro rata basis according to your start date. If the post is part-time, a pro rata leave entitlement is similarly calculated. The current entitlement for full-time lecturing staff is 40 days. Additionally, you will receive your normal remuneration for the 8 public holidays along with one concessionary day that is fixed at the Christmas break.

PENSION SCHEME: Both Academic and Support staff are entitled to membership of the relevant Pension Scheme and explanatory literature will be sent to you if you are appointed. Both Pension schemes are funded by contributions from both the College and staff, your contributions will be deducted from your gross monthly salary. Transfer of contributions from previous employment is possible under some circumstances and this must be done within the first 12 months from when employment commences.

PERSONAL ACCIDENT INSURANCE: The College's insurance for staff sustaining injury in the course of duty covers circumstances where negligence on behalf of the College or its employees is substantiated, and provides for compensation and reimbursement as appropriate. A Personal Accident Insurance Scheme covers other areas of occupational or commuting risk, with a range of capital benefits linked to the nature of the injury.

SICKNESS: The College operates a scheme which provides for varying periods of sickness absence on full pay, followed by half pay, according to length of recognised continuous service. There is a minimum of one month on full pay and 2 months on half pay (after 4 months of service), rising to a maximum (after 5 years of service) of 6 months on full and 6 months on half pay.

INSTITUTE FOR LEARNING (IFL): All teaching staff which includes teachers, tutors, trainers, lecturers and instructors are required to register with the IfL (the professional body for the FE sector). This is a mandatory requirement and membership is compulsory. Please note that payment of the IfL fee is an individual responsibility.

PROBATION: If appointed to the post, you will remain subject to one year's probation period, during which time you will be given regular opportunities to review and discuss your progress.

EXPENSES: If the post requires travel during the course of the working day, you will be entitled to claim reimbursement for mileage if travelling by car or for ticket costs if travelling by public transport, and details of the current College rates will be made available to you on commencing employment.

STAFF DEVELOPMENT: Your Continuous Professional Development (CPD) is considered a high priority by the College, as part of our drive towards excellence in all areas. The College operates a comprehensive appraisal scheme and you will work with your manager to identify a Personal Development Plan. Applications for assistance with funding are considered on an individual basis and will be offered as appropriate.