

**Summary of Terms and Conditions of Employment –Teaching  
Staff  
from 1 January 2018**

**1 WORKING WEEK**

The normal working week is 35 hours, pro-rata for part time staff.

**2 CLASS CONTACT DUTIES**

Your class contact will be a weekly maximum of 23 hours plus one additional hour (FTE). The 'plus 1 hour' element of this provision is subject to a maximum of 8 hours in any 12 consecutive teaching week period.

Class Contact time: 23 hours (FTE):

- Teaching/Assessment
- Supervision of students
- Tutorial Teaching/Support

Where appropriate and as directed by college management:

- Participating in agreed academic research
- Additional curriculum development

The additional 1 hour class contact (FTE) will be for:

- Cover for sickness or other short term absence
- Where appropriate and as agreed with college management, the coordination/lead of internal verification

The weekly hours 23+1 and annual hours of 860 (FTE) will be applied pro rata for part time employees.

The maximum class contact for lecturers will be 860 hours annually, pro rata for part-time staff.

**3 SICK PAY SCHEME**

Entitlement to sickness allowance in any one period of 12 months is dependent on your length of service and is as follows:

Service at commencement of absence from duty.	Full allowance for	Half allowance for
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

**4 HOLIDAYS**

Annual leave entitlement is 62 days( pro rata for part-time staff).This is inclusive of all scheduled college closure days.

**5 PENSION**

You will be auto-enrolled in the Scottish Teachers Pension Scheme. Details of the benefits of joining the Scheme are available from the Scottish Public Pensions Agency website: [www.sppa.gov.uk](http://www.sppa.gov.uk)

## **6 RECOGNITION OF PREVIOUS SERVICE**

### **6.1 Contractual Provisions**

For the purposes only of qualifying for entitlement to certain contractual conditions of service (sickness allowance, maternity leave) the College will aggregate all service which is treated as continuous with the College in terms of the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999 as amended.

### **6.2 Statutory Provisions: Redundancy**

For the purposes only of qualifying for entitlement to a redundancy payment, the College will comply with its legislative obligations by recognising all previous continuous service with the College and any employer listed in the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999 as amended.

### **6.3 Other Statutory Provisions**

For the purposes of qualifying for any other statutory employment rights, the College only recognises continuous service with the College.

## **7 IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 - EXTERNAL APPOINTMENTS**

It is a condition of appointment that before commencing employment with us you must produce original and appropriate documentation in satisfaction of requirements of Section 15 of the Immigration, Asylum and Nationality Act 2006.

## **8 MEDICAL INFORMATION – EXTERNAL APPOINTMENTS**

Any offer of employment will be subject to confirmation of your fitness for work through completion of a pre-employment questionnaire which shall be reviewed by an Occupational Health Practitioner.

Any disability disclosed in the pre-employment questionnaire will be the basis of further consultation with you in relation to what action the College might require to take to assist you.

## **9 PROOF OF QUALIFICATIONS – EXTERNAL APPOINTMENTS**

It is a condition of appointment that before commencing employment, that you must produce originals of relevant qualifications mentioned in your application form.

## **10 DISCLOSURE SCOTLAND – EXTERNAL APPOINTMENTS**

Any offer of employment will be subject to receiving a satisfactory Scheme Record through the Protection of Vulnerable Groups Scheme (PVG Scheme ).

## **11 CHILD PROTECTION / SAFEGUARDING POLICY**

The College's Child Protection and Safeguarding Policy has been published on the College website. The College is concerned for the safety and well-being of all its students and seeks to safeguard the welfare of children, young people and adults at risk within the student population. To this end any offers of employment made by the College will be conditional upon receipt of satisfactory references, proof of identity, PVGs, and any gaps in application forms must be explained satisfactorily.

## **12 EQUAL OPPORTUNITIES**

The College is an Equal Opportunities Employer. The College is committed to ensuring within the framework of the law that its workplaces are free from unlawful or unfair discrimination or harassment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. The College has a separate Equal Opportunities Procedure to which you are referred.