**TERMS & CONDITIONS FOR ACADEMIC STAFF**

**Conditions of Appointment**

All appointments are offered subject to a period of probationary service up to twelve months, during which time performance will be assessed. In addition, all appointments are subject to:

*• medical review*

*• verification of relevant qualifications*

*• receipt of references considered suitable by the College*

*• a satisfactory enhanced Disclosure check*

**Pension Arrangements**

All Academic Staff have the opportunity to participate in the Teachers’ Pension Scheme which provides comprehensive retirement benefits. It is often possible to transfer benefits from a previous company or private pension plan into the scheme.

**Working Hours**

The standard full time working week for all staff is 37 hours.

**Maternity, Paternity & Adoption**

The College operates a Maternity, Paternity and Adoptions schemes which provide for benefits over and above the normal statutory benefits.

**Sick Pay**

The College has a scheme of sickness benefits which are over and above the statutory sickness entitlements.

**Training and Development**

Stoke on Trent College was one of the first Colleges in the country to achieve the Investors in People Award. We remain committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the staff performance review system.

**Holidays**

Full time Academic Staff are entitled to 39 days of annual leave per year as well as 5 days additional leave to be taken on days directed by the Corporation (e.g., between Christmas and New Year). All staff are entitled to the 8 public bank holidays in each year.  There are a number of directed leave days each academic year and these are set out in the College Calendar.  Typically these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interested of efficiency.

**Staff Parking**

Free and generous parking space is available on-site subject to availability at peak times.

**Trade Union Representation**

The College acknowledges and accepts the importance of consultation and partnership with employee representatives. Accordingly, it recognises UCU for all employee consultation issues affecting Academic Staff.

**Salary Payments**

Salary is paid by direct credit transfer to your bank or building society account in 12 equal parts. Payment is made on the 27th day of each month or the next working day thereafter.

**Salary Progression**

Salary progression will be in accordance with the criteria approved by the Corporation.

**Notice Periods**

The amount of notice you are required to give and entitled to receive is 3 months. In the event of redundancy, the notice period that Academic staff are entitled to receive is 4 months. Fixed term appointments may be offered with a notice period of one week or one month, depending upon the length of the fixed term. The notice period applicable during a probationary period is 1 month.

**Location of Work**

Your principal place of work will be at the site given in the job description of the post. However, you may be required to work on either temporary or indefinite basis, at any premises at which the Corporation may from time to time provide services.

**Equality of Opportunity**

Stoke on Trent College is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.