



## SUMMARY OF CONDITIONS OF SERVICE

### LECTURERS

Lecturers are appointed on the enclosed salary scale, in accordance with their previous relevant experience and teaching qualifications. Unqualified Lecturers are appointed at point S1, if they do not have relevant experience and point S2 if they do. Qualified Lecturers with less than five year's relevant experience are appointed at Band 1, point 1 and at Band 2, point 5 if they have over five years relevant experience. Annual progression is linked to satisfactory performance against pre-set criteria. The Salary and Salary Progression Policy will be given to new Lecturers on appointment.

Exceptionally, and rarely, we may appoint new Lecturers at a higher point, at a maximum of point 02 for an outstanding candidate or to meet market pressures.

- The appointment will be subject to a probationary period of ten months.
- The appointment will be subject to registration of the Institute of Learning (IFL).
- During the probationary period, your employment may be terminated either by you or by the Corporation on giving one month's written notice. After the completion of any probationary period, you may terminate your employment at any time by giving the Corporation one weeks' notice for every complete year of employment, to a maximum of twelve weeks. A minimum of eight weeks' notice is required.
- The holiday entitlement is 38 days per year, pro-rata for part time staff.
- The bank holiday entitlement is 8 days per year plus 4 days for College closure at Christmas
- Lecturers have the option to join the Teachers Pension Scheme. Employer contributions are around 14.1 %, whilst employee contributions are 6.4%.
- Appointment to a post will be subject to checks for Criminal Records Bureau Check at Enhanced Level, List 99 clearance, a satisfactory medical assessment, two satisfactory employment references, qualification check, check on the right to work in the UK and an identification check.
- The Bournemouth & Poole College is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability, age or sexual orientation.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- The Sick Pay and Leave Policy entitles all employees to receive occupational sick pay from the first day of service. The entitlement is broken down depending on length of service. For more information on sick pay and leave please ask the HR Department.
- The College also operates schemes for special leave of absence, parental leave, maternity, paternity and adoption leave. Please ask the HR Department for further details.
- All employees are paid monthly on the last working day of the month.
- The College supports staff development and encourages employees to undertake a wide range of support development activities.
- All employees go through an annual appraisal meeting, which reviews performance, sets objectives and identifies development needs. The College Staff Development Programme is developed to meet needs identified at the appraisal meetings.
- The Bournemouth and Poole College operates from a number of different sites within Bournemouth and Poole. These are, North Road, Lansdowne, Redlands, Constitution Hill, Fulcrum, Knighton Heath, Richmond House, Lansdowne Enterprise Centre.

If you have a disability and need assistance in completing your application form, or if you are short listed and have special needs for the interview, please contact the Human Resources Department to discuss your needs.

\* If you require this information in another format or language, please contact the HR Department on 01202 205687. Thank you.

## LECTURER SALARY SCALES

Salary Band	Salary from 01 August 2009
<b>Starter Salaries</b>	
S1 No Qualified Teacher Status and under 2 years exp	£20,417
S2 Qualified Teacher Status and over 2 years exp	£21,413
<b>Band 1</b>	
1	£22,529
2	£23,603
3	£24,654
4	£25,732
<b>Band 2</b>	
5	£26,777
6	£27,822
7	£28,903
8	£29,950
<b>Other Salaries</b>	
01	£31,214
02	£32,611