

Further details about working for Stanmore College

We have described below briefly some of the conditions of service applicable to staff employed by Stanmore College. Most of these will be set out in greater detail in your letter and statement of conditions or contract should you be successful in your application. Details of all College policies are on the Staff Intranet or available on request from Human Resources.

Pay

Your salary will be paid monthly in instalments on the 25th day of the month. Payment is made by direct credit to your bank or appropriate building society account.

For both support and lecturing staff, your salary will increase by annual increments, to the maximum of the salary scale. Incremental reviews take place on 1st August each year provided you have started your post on or before 1st April in that year.

Hours

If you are appointed to a full-time lecturing post your working week will be 36 hours according to the days and times of the courses that you teach. If your post is fractional, the working hours will be pro-rata of 36. Your teaching hours will be advised at interview.

If you are appointed to a full-time support post, your working week will be 36 hours Monday - Friday. If your post is part-time, the working hours will be pro-rata of 36 hours. Some posts involve weekend work. This will be detailed in the job description.

Holidays

If you are appointed to a lecturing post your annual leave will be 37 days per academic year, plus you will be given 2 days' working from home days.

If you are appointed to an all year support post you will be entitled to 30 working days' holiday in a full leave year, which runs from September to August.

If you start work at some point during the academic year, your leave will be calculated on a pro rata basis starting from the next complete month of employment.

If you are appointed to a term-time only post you will not be entitled to take holidays during term-time and the support staff holiday entitlement will be added to your salary.

The College is closed for 5 days at Christmas, in addition to statutory days, and these do not have to be taken from annual leave entitlement.

- **Maternity Leave**

The entitlement to maternity leave varies according to length of service. In addition to the statutory provisions, with at least 6 months' service with the College, you would be entitled to 12 weeks' half pay providing you return to work for a minimum of 13 weeks following the birth.

- **Parental Leave**

If applicable, you will be entitled to take 2 weeks' paid paternity leave at the time of the birth of your child.

- **Study Leave**

If you are sponsored by the College to undertake an approved course of study, up to 3 working days paid leave in any one academic year will be granted.

- **Leave of Absence Policy**

Further circumstances where special leave in addition to holiday entitlement to allow you time to deal with a personal or domestic problem, to attend a funeral or to move house, etc. is set out.

- **Pension**

All full time and fractional lecturing staff are automatically entered into Teachers' Pension Scheme on starting work with the College. The rate of contribution varies according to salary, ranging from 7.4% - 11.3%. You may opt out of the Scheme once you have joined the College.

All support staff are automatically entered into the Local Government (Harrow) Pension Scheme on starting work with the College. The contribution rate varies between 5.5% and 9.9% depending on your salary. Details of the Scheme will be sent to you from London Borough of Harrow pension department upon employment. You may opt out of this Pension Scheme once you have joined the College.

- **Place of Work**

The post description should indicate where you will be expected to work. However, all staff are employed by the College without limitation to any particular department, location or area, and the right is reserved to transfer you to any post within the College, appropriate to your grade, as may be required.

- **Training**

A wide range of opportunities exist including on-the-job training, external courses, short internal courses, study at classes or sponsorship for qualifications which are relevant to your work.

- **Smoking**

The College is a non-smoking site except for one designated outside smoking area.