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Summary of Terms and Conditions of Employment - Teachers

Hours of Work

- Teaching staff are required to work 195 days over a year. During this time they are required to work for 1265 hours “directed time” and any additional hours that may be required in order for them to prepare and mark students’ work.
- 190 days are teaching days with a further 5 days for training and development.

Pension

- Teaching staff are eligible to join the Teachers Pension Scheme. Members of the scheme will pay contributions at the rate of 6% of their gross salary. The College maintains the benefits of the Scheme by making a further contribution.

You can also elect to pay additional contributions in the form of:

- Buying in past added years
- Additional Voluntary Contributions (AVC's) through the Prudential

Further details are available from the College’s Payroll Department.

Maternity Leave

- There is a provision for paid maternity leave for Teaching Staff with qualifying service at the time of childbirth. Those who qualify will receive 40 weeks paid leave at various rates.

Probation

- All new employees are subject to a probationary period of six months if they were previously employed as a lecturer/teacher in another organisation, or 12 months if they are new to lecturing/teaching.

Salary

- Salaries are paid directly into bank accounts on the last working day of each month.
- Salaries will be determined in accordance with the salary scales in use in the College, which will be reviewed annually after consideration by the Corporation of nationally negotiated agreements.



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- Your salary progression will be determined in accordance with the incremental arrangements in use in the College.
 - Teaching staff have common incremental dates of 1st September until they reach the maximum salary point for Teachers.

Teacher Qualifications

- Teachers are required either to have upon commencement of employment, or to obtain within a specified period after commencement, certain teaching qualifications as specified by the Further Education Teachers' Qualifications Regulations 2001.
- The type of qualification required and the time period for acquiring it, depend on a number of factors, including the type of post that is held, the teaching that is undertaken, and whether the teacher works full-time or part-time.

Contractual Sickness Pay

- If you are absent from work due to sickness or injury, you will be eligible to receive sick pay in accordance with the Corporation's Sickness Policy, a copy of which will be supplied to you.

Notice Period

- You are required to give two months' written notice to terminate your employment.
- In the summer term three months' notice is required. Your employment will terminate at the end of that term:
 - the Summer term ends on the 31st August; notice required by 31st May
 - the Autumn term ends on the 31st December; notice required by 31st October
 - the Spring term ends on 30th April; notice required by 28th February

