

TRAFFORD COLLEGE GROUP TEACHING CONTRACT

SUMMARY TERMS AND CONDITIONS - LECTURER

Working Hours	<p>You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities, normally 35 hours per week.</p> <p>You may from time to time be required to work on a Saturday, providing adequate notice has been given. If you are required to work regularly on a Saturday, arrangement will be made to allow you to have two consecutive days off in the following seven-day period.</p>
Holidays	<p>Annual leave is 57 working days inclusive of Bank and Public Holidays.</p> <p>If the Group chooses to close for efficiency reasons e.g. over the Christmas period, you will be required to use up to 7 days of your holiday entitlement for company shutdown days.</p> <p>Holiday year is 1st August to 31st July.</p> <p>The above is prorated for staff employed on part-time/temporary/fixed term contracts and term time only contracts.</p>
Payment	<p>Staff are paid monthly by credit transfer on the 25th except where this date falls on a Saturday or Sunday in which case payment will be made on the preceding Friday.</p>
Probationary Period	<p>The successful candidate will be required to complete a probationary period of six months.</p>
Notice	<p>Following completion of the probationary period the appointment will be terminable by three months notice in writing on either side.</p>
Smoking	<p>The Group operates a no smoking or vaping policy.</p>
General	<p>The successful candidate will be required to complete medical forms and undergo a full medical examination if required. Before employment commences the successful candidate will be required to provide:</p> <ul style="list-style-type: none">• Proof of eligibility to work in the UK in accordance with the Asylum and Immigration Act 1996• Disclosure check via Disclosure & Barring Service including a check of the barred lists if appropriate• Satisfactory references• Proof of Qualifications required for the role
Teaching Qualification	<p>For staff who do not possess the required teaching qualification, the appointment will be subject to successful completion of the teaching qualification within two years of the first suitable course start date.</p>