

| **PASTORAL TUTOR**  **Terms of Employment** | |
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| **General Conditions** | Conditions of employment for support staff are as agreed between the Sixth Form Colleges Association and staff representatives at national and local level. |
| **Start Date** | 31st August 2021 |
| **Status** | Permanent post in the College’s Support Staff structure. |
| **Hours of work** | 37 hours per week: 8.30am - 4.30pm (one day 30 minutes less at the beginning or end of the day), 5 days per week with a half an hour lunch break (unpaid), term time (38 weeks) plus 2 weeks/74 hours (worked outside of normal term time) per academic year.  During the Spring term 2 or 3 additional weekly hours are likely to be required to carry out interviews for prospective students. These hours will be taken from the ‘plus two weeks’ hours or as agreed lieu time or where neither is possible will be paid. |
| **Pensions** | Support staff will be automatically brought into the Local Government Pension Scheme, administered by Worcestershire County Council. Where the contract of employment is for less than 3 months, there is the opportunity to opt to join by completing an application form. Contributions are banded and further information is available under [www.lgps.org.uk](http://www.lgps.org.uk). |
| **Holidays** | As a term-time employee, the leave entitlement is paid as part of salary and all annual leave is taken during College holidays.  Full year employees receive 25 working days plus 8 public holidays. There is an entitlement to an additional 5 days’ holiday after 5 years’ continuous service. |
| **Pay** | Actual starting salary will be £19,187, based on the Sixth Form Colleges’ Support Staff Salary Spine points 10-12 (currently £21,873 - £23,324 pro-rata).  Appointment will normally be to point 10. A term-time factor of 0.8772 is used to calculate salary, which is spread equally throughout the year. |
| **Child Protection/**  **Safeguarding** | The College and all its personnel are committed to safeguarding and promoting the welfare of children, young persons and vulnerable adults. This position is subject to an Enhanced Disclosure and Barring Service (DBS) check.  Where you have lived overseas in the last 5 years the College is required to evidence an overseas check in addition to the DBS check. Please refer to <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> for further information as to how you can apply for a certificate of good character if you are appointed. Where there is a charge applicants will be required to pay for this themselves. |
| **Equality and Diversity** | The College is an equal opportunities employer and staff, students, volunteers and workers are expected to respect the principles of open access and opportunity for all regardless of age, disability, gender identity, marital status, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Applications from members of the ethnic minorities would be particularly welcome as they are currently under represented in our workforce. |
| **Disability** | Where a disabled candidate is placed at a substantial disadvantage in comparison to a non-disabled applicant consideration will be given to any reasonable adjustments required to enable them to do the job after an offer of employment has been made.  Personnel will discuss any reasonable adjustments required for the recruitment process with candidates shortlisted for interview. The selection process will include a short presentation to a small group of students. |