

INFORMATION FOR CANDIDATES

Associate Lecturers

Thank you for your interest in working at Exeter College. The following is an outline of the terms and conditions of employment you can expect if you are successful in your application.

Salary

You will be paid an hourly rate for each teaching hour plus holiday pay.

Cost of living rises may be awarded throughout the course of employment, however these are not guaranteed.

Salaries are paid on the 25th of the month directly into a bank or building society account. When the 25th falls on a weekend or a Bank or Public Holiday, payments are made on the last working day before this date.

Pension Scheme

Exeter College is able to offer membership of the Teachers' Pension Scheme. This is a contributory scheme; employees are required to make contributions of 6% of their pensionable pay. The College pays the balance of the cost of providing your benefits. This is a final salary scheme, which offers a guaranteed pension based on final salary and length of membership of the scheme.

Holiday Entitlement

You will be entitled to paid holiday for the pro rata equivalent of seven normal working weeks each holiday year. In addition you will receive a pro-rata proportion of paid public holidays. No holiday leave may be taken during the hours you are contracted to teach in term time unless negotiated in exceptional circumstances.

Christmas Close Down

The College has a close down period each Christmas. The exact length of the Christmas close down varies each year.

Probationary Period

All new appointments are subject to a 10-month probationary period. During this time employees have regular review meetings with their line manager to support them during the first few months and to assess their progress.

Staff Development

The College operates an annual Professional Performance Review process to highlight any training and development needs. Employees have the opportunity to undertake any courses offered by the College, if the course relates to their job it is free of charge.

Parking

There are very limited parking facilities available at the College, and there is a charge. All employees are issued with parking permits, to enable them to park in College car parks.

Public Transport

Exeter College is located only a short distance from the city centre and also two train stations (St David's Station and Central Station). The College is also located on a bus route and is within easy access of other buses that run through the town centre.

Smoking

Exeter College operates a no smoking policy, and smoking is not allowed on Exeter College sites.

Exeter College Facilities

There is a refectory and an excellent, reasonably priced Brasserie and Restaurant run by the Hospitality & Catering Department and its students located at the Hele Road site. Additional catering facilities are available at Victoria House, Marsh Barton and Falcon House

Interviews and Expenses

The College will reimburse second-class travelling and reasonable out-of-pocket expenses for candidates travelling long distances who are selected for interview.

Occupational Health Questionnaire

Interview candidates are required to complete an Occupational Health Questionnaire, which should be brought to the interview. All appointments are subject to Occupational Health being satisfied with medical fitness. Occupational Health forms for unsuccessful candidates are confidentially shredded.

Criminal Records Bureau

As part of the offer process, all new employees are required to undertake a check through the Criminal Records Bureau. Applicants must reveal on their application form any information concerning 'spent' or other convictions. All convictions must be declared including those for which the sentence given

was an absolute or conditional discharge. The CRB have a Code of Practice which is available on request.

Teachers Qualifications Regulations

1. All staff appointed after 1st September 2007, who do not have a Teaching Qualification appropriate to their role will have to:
 - a) successfully complete the threshold qualification, **Preparing to Teach in the Lifelong Learning Sector (PTLLS)** within the first year of their employment. Until they have completed this, they must be supported by a suitably qualified subject specialist Mentor
 - b) successfully complete the full qualification within 5 years of commencing teaching. The appropriate qualifications are:
 - **Certificate in Teaching (CTLLS)** for Associate Teachers. This leads to Associate Teacher, Learning and Skills (ATLS) status
 - **Diploma in Teaching (DTLLS)** or **PGCE (PCE)** for Full Role Teachers. This leads to Qualified Teacher, Learning and Skills (QTLS) status

NB. PTLLS is embedded within CTLLS and DTLLS/PGCE, and does not have to be taken as a separate initial qualification.
 - c) Staff should normally possess a Level 2 (GCSE Grade C or above, or equivalent) qualification in English and Maths at the start of the course – in some cases we shall accept them without, but they cannot complete the Course, and gain qualified teacher status, without gaining the requisite literacy and numeracy qualifications.
2. Under ***The Further Education Teachers' Continuing Professional Development and Registration (England) Regulations 2007*** all teaching staff are required to register with the Institute for Learning:
 - unqualified staff need to register by the 1st of March 2008
 - qualified staff must register by 31st March 2008
 - there will be a fee of £30 to register as a Member of IfL (which will be paid by central Government).
3. Once registered with IfL, full-post staff will have to log a minimum of 30 hours of CPD per year with IfL. The amount is pro-rata for fractional and part-time staff, but must reach a minimum of 6 hours annually. Failure to do this may result in the revocation of the teacher's License to Practice!

Thank you for your interest in Exeter College. If you have any further queries please contact the Human Resources Department.