**THE EMPLOYER:** Ealing, Hammersmith and West London College ("the Corporation")

**THE EMPLOYEE:** [Name and address of Employee] (“you”)

DATE OF ISSUE: ………………………………………

1. **Date of Commencement**
   1. Your employment will commence on **[•]**.
   2. Your period of continuous employment [will begin/began] on **[•]**.

You may however count any previous continuous local government service as part of your continuous employment with the Corporation for redundancy pay purposes.

1. **Duration**

The Employment shall commence on **[Date]** and, subject to both the probationary period and termination provisions, shall continue until terminated in accordance with the provisions contained herein.

1. **Probationary Period**

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed. The Corporation reserves the right to extend your probationary period if, in its opinion, circumstances so require. During your probationary period, or at the end of it, your employment may be terminated either by you or by the Corporation on giving one week's written notice. You will not be deemed to have passed your probationary period unless and until that is confirmed to you in writing. This will not apply to existing staff who have had a probation.

1. **Duties**
   1. You will be employed as Teacherin which capacity you will be required to perform such duties consistent with your position as may from time to time be assigned to you.
   2. You are expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation.
   3. You will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
   4. You warrant that you are entitled to work in the United Kingdom without any additional approvals and will notify the Corporation immediately if you cease to be so entitled during your employment.
2. **Salary**
   1. Your initial salary will be **[£•]** per annum. It is payable monthly in arrears by direct credit transfer.
   2. Your salary progression will be determined in accordance with the salary scales set out in Appendix 2 to this contract.
3. **Place of Work**
   1. Your principal place of work will initially be the Corporation's premises at **[•]** However, you may be required to work with reasonable notice on either a temporary or an indefinite basis at any premises which the Corporation currently has or may subsequently acquire or at any premises at which it may from time to time provide services.
   2. As part of your duties, you may be required with reasonable notice to travel either within the United Kingdom or outside it. Such travel may include attendance at conferences or seminars for the purposes of maintaining and updating your professional skills and the supervision of students on visits, work placements and any other business as identified by the College.
4. **Appraisal and Development**

You will be required to:

1. Participate in an appraisal/performance management scheme approved by the Corporation;
2. Participate in reasonable arrangements for your further training and development.
3. **Continuing Professional Development**

You are required to:

1. complete a minimum number of hours of continuing professional development (CPD) every year;
2. maintain a record of the CPD you have undertaken; and
3. make that record available to the college.

Full details of the college’s policy in relation to Continuing Professional Development will be communicated to you.

1. **Requirement for Teaching Qualification**
   1. This contract imposes on you a requirement to secure the qualifications of the type and within the timescale stipulated inthe relevant college policy/your letter of appointment.
   2. The Corporation will review with you, either prior to commencement of employment or shortly thereafter, the qualifications required for the post that you are to fill and will provide such assistance as it deems reasonable to enable you, if required, to secure requisite qualifications. In the event that you fail to secure the requisite qualifications within any period specified by the college, the Corporation may have no alternative but to terminate your employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate your employment by giving notice in accordance with clause 31.1.
2. **Working Hours**
   1. You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities, with a normal working week of 36 hours. Members of staff will be required to teach a core 828 hours in an academic year based on 36 teaching weeks. It is therefore expected that the normal maximum would be 23 hours per week. However a member of staff may agree to teach up to 24 hours per week providing their annual maximum does not exceed more than 828 hours. A teacher might be asked to teach more than 24 hours a week for a short period i.e. up to 4 weeks , to meet the needs of short courses , for example which might not run over the normal academic year.
   2. The days upon, and the times at, which you are required to work will be in accordance with your teaching timetable for the relevant term, a copy of which will be supplied to you. Such timetables will be determined at the absolute discretion of the college.
   3. On an exception basis and in accordance with your departments cover rota, you may be required to provide cover for up to an additional 72 hours per year. Cover would be for sickness, special leave, annual leave, short term vacancy or emergency cover and would be for no more than ten working days at a time.
   4. Work on College Premises - Teachers will be expected to be on the College premises during the working week.
3. **Holiday**
   1. You are entitled to 40days’ annual leave in each holiday year (being the period from 1 September to 31 August), of which 5 will be directed leave determined by the College. You will in addition receive 8 public holidays and 5 Christmas closure days as determined by the College.
   2. A maximum of 3 consecutive weeks can be taken as Summer leave.

11.3 The timing of all holiday is subject to the agreement of your line manager. This includes any holiday you wish to take during a period of sickness absence. Outline schedules of significant holidays for individual staff are required to be planned before 31 December in any holiday year. It is expected that holidays will be taken outside the academic term and holiday will be permitted during term time only in exceptional circumstances. Full details of the Corporation’s Annual Leave Policy and the procedures with which employees must comply in order to exercise their rights under it should be available from the Human Resources Department.

* 1. You may sometimes be required to work on the statutory Bank and Public Holidays, in which case you will be given time off in lieu.
  2. In the holiday year in which your employment commences or terminates, your holiday entitlement will accrue on a pro-rata basis. If, on the termination of your employment, you have exceeded your accrued holiday entitlement, the Corporation will be entitled to deduct the excess from any sums due to you, including payments of salary. If, on the other hand, you have any unused holiday entitlement, the Corporation may require you to take it during your notice period.
  3. Holiday entitlement for one holiday year cannot be taken in subsequent holiday years unless you have been unavoidably prevented from taking such holiday during the relevant leave year because of sickness absence, maternity, paternity, shared parental, adoption leave or if agreed by exception by your line manager advised by HR. Failure to take holiday entitlement in the appropriate holiday year will lead to forfeiture of any accrued holiday not taken without any right to payment in lieu thereof.

1. **Expenses**

Expenses which you incur in the proper performance of your duties will be reimbursed by the Corporation providing that they have been approved in advance by your line manager and subject to production of appropriate evidence of payment.

1. **Pension**

You are entitled to participate in the Teachers' Pension Scheme ("TPS”) subject to its terms and conditions from time to time in force. Should you choose not to join the TPS, the Corporation will comply with the employer duties under Part 1 of the Pensions Act 2008 in respect of you and it will automatically enrol or re-enrol you into a pension scheme as and when required by law.

1. **Deductions**

For the purposes of the Employment Rights Act 1996, you hereby authorise the Corporation to deduct from your salary any sums due from you to the Corporation, including any overpayments, loans or advances made to you by the Corporation.

1. **Sickness**
   1. If you are absent from work due to sickness or injury, you may be eligible to receive sick pay in accordance with the Corporation's Sickness Policy (which for the avoidance of doubt is non-contractual) and is subject to amendment from time to time. Further details in respect of sickness may be obtained from the Corporation’s Human Resources Department.
   2. The payment of sick pay is subject to your compliance with the Corporation's rules for the notification and verification of sickness absence, which are set out in the Sickness Policy.
   3. The Corporation has the right to require you to attend a medical examination by a doctor or occupational health specialist nominated by the Corporation, in particular but not limited to circumstances where you are absent on long term sickness. The Corporation reserves the right to cease to make payments of sick pay in the event that you fail to attend at such an appointment having been requested to do so. You agree that any report produced in connection with any such examination may be disclosed to the Corporation and the Corporation may discuss the contents of the report with the relevant doctor.
2. **Maternity Leave**

If you become pregnant, you may be eligible to take maternity leave and may qualify for maternity pay. Full details of the Corporation's Maternity Policy, which for the avoidance of doubt is non-contractual and subject to amendment from time to time, and the procedures with which you must comply in order to exercise your rights under it are available from the Human Resources Department.

1. **Paternity Leave**

Where your Spouse/Partner becomes pregnant, you may be eligible to take paternity leave and receive paternity pay. Full details of the Corporation's Paternity Leave Policy, which for the avoidance of doubt is non-contractual and subject to amendment from time to time, and the procedures with which you must comply in order to exercise your rights under it are available from the Human Resources Department.

1. **Shared Parental Leave**

You may be eligible to take shared parental leave and may qualify for shared parental pay. Full details of the Corporation’s Shared Parental Leave Policy, which for the avoidance of doubt is non-contractual and subject to amendments from time to time and the procedures to which you must comply in order to exercise your rights under it are available from the Human Resources Department.

1. **Parental Leave**

You may be eligible to take parental leave in accordance with the Maternity and Parental Leave etc. Regulations 1999 (as amended), or alternatively in accordance with any policy or procedure on this subject which has been adopted by the college. Further details in respect of parental leave may be obtained from the Corporation’s Human Resources Department.

1. **Adoption Leave**

If you adopt a child, you may be eligible to take adoption leave and receive adoption pay. Full details of the Corporation's Adoption Policy, which for the avoidance of doubt is non-contractual and subject to amendment from time to time, and the procedures with which you must comply in order to exercise your rights under it are available from the Human Resources Department.

1. **Health and Safety**

The Corporation recognises and accepts its responsibilities as an employer to ensure, so far as is practicable, the health, safety and welfare of all its employees. A copy of the Health and Safety Policy, subject to amendment from time to time, can be obtained from the Human Resources Department/Health & Safety Officer. You are responsible for familiarising yourself with the policy and adhering to the health and safety rules in the workplace.

1. **Exclusivity of Service**
   1. You are required to devote your full time, attention and abilities to your duties during your working hours and to act in the best interests of the Corporation at all times. Accordingly, you must not, without the prior written consent of the Corporation, undertake any employment or engagement which might interfere with the performance of your duties or conflict with the interests of the Corporation. Part time staff must advise the Corporation of any additional employment.
   2. It follows that, regardless of whether you are employed on a full-time or a part-time contract, you are required to notify the Chief Executive of any employment or engagement which you intend to undertake whilst in the employment of the Corporation (including any such employment or engagement which commenced before your employment under this contract). The Chief Executive will then notify you ordinarily within 10 working days whether such employment or engagement is prohibited by paragraph 22.1 above, and you must not agree to undertake or in fact undertake such work unless and until permission is given to you.
2. **Confidentiality** 
   1. You shall not either during your employment (except in the proper performance of your duties), nor at any time after its termination, use for your own purposes (or for any purposes other than those of the Corporation) or divulge to any person, corporation, company or other organisation whatsoever any confidential information belonging to the Corporation or to any Subsidiary or relating to its or their affairs or dealings which may come to your knowledge during your employment. This restriction shall cease to apply to any information or knowledge which may come into the public domain after the termination of your employment, other than as a result of unauthorised disclosure by you or by any third party. This shall not apply to any protected disclosure within the meaning of section 43A of the Employment Rights Act 1996.
   2. Confidential information shall include (but shall not be limited to) the following:
3. Information concerning the services offered or provided by the Corporation or any Subsidiary including the names of any persons, companies or other organisations to whom such services are provided, their requirements and the terms upon which services are provided to them (save that such information shall not be regarded as confidential once it has been published in any prospectus or other document which is available to members of the public);
4. The Corporation's marketing strategies and business plans or those of any Subsidiary;
5. Any information relating to a proposed reorganisation, expansion or contraction of the Corporation's activities (or those of any Subsidiary) including any such proposal which also involves the activities of any other corporation or organisation;
6. Financial information relating to the Corporation or any Subsidiary (save to the extent that such information is included in published audited accounts);
7. Details of:
8. Employees of the Corporation or any Subsidiary, the remuneration and other benefits paid to them and their experience, skills and aptitudes;
9. Any arrangements for the supply of personnel to the Corporation or any Subsidiary by a third party provider;
10. Any information which you have been told is confidential or which you might reasonably expect to be confidential;
11. Any information which has been given to the Corporation or any Subsidiary in confidence by students or other persons, companies or organisations.
    1. Notwithstanding the above, the Corporation affirms that academic staff have freedom within the law to question and test received wisdom relating to academic matters, and to put forward new ideas, and controversial or unpopular opinions about academic matters without placing themselves in jeopardy or losing the jobs and privileges they have at the Corporation.
    2. All records, documents and other papers (together with any copies or extracts thereof) made or acquired by you in the course of your employment shall be the property of the Corporation and must be returned to it on the termination of your employment.
    3. Details of the Corporation’s Public Interest Disclosure Procedure applicable to you are available from the Human Resources Department. This procedure may be varied by the Corporation from time to time. Nothing in this contract, and in particular this clause 23, is intended to prejudice your rights under the Public Interest Disclosure Act 1998.
    4. Any request received by you under the Freedom of Information Act or the Data Protection Act must be forwarded to [your Line Manager/HR Department/Information Officer] for consideration. Under no circumstances should you respond to such a request directly.
12. **Data Protection**

The Corporation will from time to time wish to process information about you for reasons related to your employment by the Corporation. You hereby explicitly consent to the Corporation collecting, holding and otherwise processing personal data (including “sensitive personal data”) relating to you. The Corporation will process such data only for legitimate reasons, and will do so in a way which does not unjustifiably prejudice your own interests.

1. **Copyright, Employee Inventions and Post-Termination Restrictions**

The terms and conditions relating to copyright, employee inventions and [post-termination restrictions] set out in Appendix 1 will be applicable to you.

1. **Grievances**
   1. If you have a grievance relating to your employment, you are entitled to invoke the Corporation's Grievance Procedure which is explained in the [Staff Handbook / Grievance Policy and Procedure]. The Procedure is non-contractual and may be varied by the Corporation from time to time.
   2. You may from time to time be required to participate in some capacity in the hearing of an employee grievance, whether relating to your subordinates or not.
2. **Disciplinary Procedure**
   1. The Corporation expects reasonable standards of performance and conduct from its employees. Details of its Disciplinary Rules and Procedures are included in the [Staff Handbook / Disciplinary Policy and Procedure]. The Procedure is non-contractual and may be varied by the Corporation from time to time.
   2. You may from time to time be required to participate in a some capacity in the management of a disciplinary procedure relating to an employee whether involving your subordinates or not.
3. **Overseas Work**

You may, on occasion, be required to travel overseas to support the business and your work may necessitate, on occasions, you’re working outside the United Kingdom for a period of more than one month. During any such period you would continue to be paid your usual salary, in sterling, paid to you in the normal way, unless agreed otherwise.

1. **Collective Agreements**

No collective agreements concluded prior to 1 August 2016 will affect your terms and conditions of employment, or be treated as incorporated into your contract of employment. Any collective agreements concluded on or after that date will affect your terms and conditions of employment, and/or be treated as incorporated into your contract, only if and to the extent that the relevant collective agreement expressly so provides.

1. **Trade Union Membership**

You have the right to belong to a trade union of your choice. The following trade union[s] are currently recognised by the Corporation for Academic Staff: UCU.

1. **Termination of Employment**
   1. After the completion of any probationary period, the Corporation may terminate your employment by giving you in writing:

* one week’s notice for each year of service, up to a maximum of twelve weeks’ notice.
  1. You may terminate your employment at any time by giving the Corporation Two months’ notice in writing.
  2. The Corporation may terminate your employment without notice or without compensation in lieu of notice if you are guilty of gross misconduct.
  3. During any period of notice of termination (whether given by you or the Corporation), the Corporation shall be under no obligation to assign any duties to you and shall be entitled to exclude you from its premises, although this will not affect your right to receive your normal salary and other contractual benefits. If you are required to stay at home during the notice period, clause 22 shall continue to apply.
  4. In the event that your employment is terminated by reason of redundancy, any redundancy payment which may due to you will be calculated by reference to the statutory formula in the Employment Rights Act 1996, applying the applicable cap on weekly pay. In such circumstances your notice entitlement is as set out in clause 31.1 above.

1. **Return of College Property** 
   1. Upon the termination of your employment (for whatever reason) you hereby agree to return to the Corporation all [documents, student work, IT equipment, books, office equipment, keys, security passes, credit cards, company car *– delete/amend as appropriate*] and any other property belonging to the Corporation. This includes all documents and information whether stored electronically or as hard copy.
   2. All Corporation property must be returned no later than your last date of employment with the Corporation. You are also required to return to the Corporation any property that may come into your possession after your employment ends.
   3. It is your responsibility to return Corporation property. You hereby agree that any failure to return such property will entitle the Corporation to withhold the whole or any part of any wages due to you from the Corporation up to the current market value of the property unreturned. The Corporation reserves the right to issue legal proceedings against you in the event that it is unable to recover, by way of a withholding of salary a sum representing the market value of the property which is unreturned.
2. **Monitoring of Telecommunications**

In accordance with the Corporation’s policies, the Corporation has the right to monitor any and all aspects of its telephone and computer systems that are made available to you and to monitor, intercept and/or record any communications made by you, including any type of telephone, e-mail or Internet communications, for any purposes authorised under the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 and any amending or supplementary legislative or regulatory requirements and you hereby expressly consent to the Corporation doing so.

1. **Misconduct outside of the workplace**

In the event that any allegations of impropriety or misconduct are made against you in respect of your conduct outside the workplace, you will notify the college immediately. This includes any allegations made in the course of any secondary employment or holding a public appointment. A failure to notify the college of such allegations could result in disciplinary action being commenced against you, which may result in the termination of your employment.

1. **Criminal Acts**

In the event that you become charged with, and/or convicted of, a criminal act, you will advise the college immediately. Failure to notify the college will result in disciplinary action being commenced against you, which may result in the termination of your employment.

1. **Prior and subsequent agreements** 
   1. This Contract of Employment and any documents expressly incorporated herein constitute the entire terms and conditions of your employment. They cancel and are in substitution for any previous letters of appointment or contracts of employment and all other agreements and arrangements (whether express, implied or deriving from any collective agreements) relating to your employment by the Corporation.
   2. Any changes in the terms and conditions of employment applicable to teaching staff appointed by the Corporation on the terms and conditions set out herein, which may be agreed after the date of this Contract between the Corporation and any trade unions recognised by the Corporation in respect of such staff, shall be incorporated automatically into your Contract of Employment.
   3. Any agreements relating to the terms and conditions of teaching staff appointed on the terms and conditions set out herein which are reached after the date of this contract between any national employers body of which the Corporation is at the relevant time a member and any trade unions recognised by that body in respect of such staff shall not affect your Contract of Employment unless they are adopted by the members of the Corporation but shall, if so adopted, be binding on you.
2. **Interpretation**

In this contract "Subsidiary"means any company, association, society or other entity directly or indirectly controlled by the College, for which purpose ‘control’ means either ownership of more than 50% of the voting share capital (or equivalent right of ownership) of such company, association, society or other entity or power to direct its policies and management whether by contract, statute or otherwise.

1. **Applicable Law**

English law shall apply to this Contract and the parties to this Contract submit to the jurisdiction of the English courts.

**Declaration**

I hereby confirm my agreement to the terms and conditions set out above.

Signed : ............................................................. Date ………………………..

(Name of Employee)

………………………………………….

Signed : ...........................................................… Date …………………………

(For and on behalf of the Corporation)

……………………………………………

**Appendix 1 – Additional Terms of Employment**

1. **Copyright**
   1. Subject to paragraphs 1.2 and 1.3 below, the copyright in all records and documents made by you in the course of your employment shall belong to the Corporation.
   2. For the avoidance of doubt, the copyright in course materials produced by you for the purposes of a course run by the Corporation shall belong to the Corporation.
   3. The copyright of any work or design compiled, edited or otherwise brought into existence by you as a scholarly work for the purposes of furthering your professional career shall belong to you; ‘scholarly work’ includes items such as books, contributions to books, articles and conference papers, and shall be construed in the light of the common understanding of the phrase in further and higher education.
2. **Intellectual Property**
   1. The provisions of sections 39 to 42 of the Patents Act 1977 (“the Patents Act”) relating to the ownership of employee inventions and the compensation of employees for certain inventions respectively are acknowledged by the Corporation and by you.
   2. You agree that, by virtue of the nature of your duties and the responsibilities arising from them, you have a special obligation to further the interests of the Corporation within the meaning of section 39(1)(b) of the Patents Act.
   3. Any invention, development, process, plan, design, formula, specification, program or other matter or work whatsoever (collectively “the Inventions”) made, developed or discovered by you, either alone or in concert, whilst you are employed by the Corporation shall forthwith be disclosed to the Corporation in writing and, subject to section 39 of the Patents Act, shall belong to and be the absolute property of the Corporation or such Subsidiary as it may designate.
   4. You shall at the request and cost of the Corporation (and notwithstanding the termination of you employment, howsoever arising,) sign and execute all such documents and do all such acts as the Corporation may reasonably require:
3. to apply for and obtain in the sole name of the Corporation alone (unless the Corporation otherwise directs) patent, registered design, or other protection of any nature whatsoever in respect of the Inventions in any country throughout the world and, when so obtained, to renew and maintain the same;
4. to resist any objection or opposition to obtaining, and any petitions or applications for revocation of, any such patent, registered design or other protection; and
5. to bring proceedings for infringement of any such patent, registered design or other protection.
   1. The Corporation shall decide, in its sole discretion, whether and when to apply for patent, registered design or other protection in respect of the Inventions and reserves the right to work any of the Inventions as a secret process in which event you shall observe the obligations relating to confidential information which are contained in Clause23of this Agreement.
6. **Post-termination Restrictions**

3.1 For the purposes of paragraph 3.2 below, the following words shall have the following meanings:

1. “Client” shall mean any person, corporation, company or other organisation to whom or which the Corporation supplied services during the twelve months preceding the Termination Date and with whom or which, during such period, you had personal dealings in the course of your employment but shall exclude any such person who was enrolled as a student on a publicly funded course with the Corporation and any such organisation which distributes public funds for education and training purposes;
2. “Restricted Services” shall mean any services which are the same as or similar to any services supplied by the Corporation with which your duties were concerned or for which you were responsible during the twelve months immediately preceding the Termination Date;
3. “Termination Date” shall mean the date of termination of your employment.

3.2 You hereby undertake that you will not during a period of [twelve] months immediately following the Termination Date without the prior written consent of the Corporation whether by yourself, through your employees or agents or otherwise howsoever and whether on your own behalf or on behalf of any other person, corporation, company or other organisation, directly or indirectly:

a. solicit business from or canvass any Client if such solicitation or canvassing is in respect of Restricted Services;

b. supply Restricted Services to any Client;

c. solicit or induce or endeavour to solicit or induce any person who is on the Termination Date employed by the Corporation in a managerial capacity or as a member of its academic staff to cease working for or providing services to the Corporation, whether or not any such person would thereby commit a breach of contract;

1. employ or otherwise engage in the supply of Restricted Services to any Client any person who is on the Termination Date, or was during the twelve months preceding the Termination Date, employed by the Corporation in a managerial capacity or as a member of its academic staff.

3.3 Clause 3.2 shall also apply as though there were substituted for references to “the Corporation”, references to each Subsidiary in relation to which you provide services in the course of your duties of the Corporation but so that references in Clause 3.1 to “the Corporation” shall for this purpose be deemed to be replaced by references to the relevant Subsidiary.

**Appendix 2 – Progression through the payspine**

Teachers will progress through the payspine on an incremental basis subject to appropriate CPD and appraisal.

Teachers will progress through the payspine at the PT 32 bar on the basis that they are judged as good or outstanding in their lesson observations in the previous years and that the good or outstanding lesson observation is supported by robust data in respect of attendance and student outcomes.

Teachers will progress through the payspine at the PT 36 bar if they are observed as good or outstanding with the appropriate supporting data and they are assessed for a Course Leader role. If the teacher is successfully assessed as a Course Leader they will progress to point 37 on the payspine.

**Appendix 3 – General Principles on Working Hours**

1. Working Hours

Full time teaching staff are required to work 36 hours per week and be available on campus during working hours. Teachers will not be required to work more than 10 hours per week after 6pm or work more than 2 evenings per week unless by mutual agreement. Teachers may on occasion work at weekends but will receive the time in lieu. All teachers will be in receipt of a timetable.

Members of staff will be required to teach a core 828 hours in an academic year based on 36 teaching weeks. It is therefore expected that the normal maximum would be 23 hrs per week. However a member of staff may agree to teach up to 24 hours per week providing their annual maximum does not exceed more than 828 hours. A teacher might be asked to teach more than 24 hours a week for a short period i.e. up to 4 weeks , to meet the needs of short courses , for example which might not run over the normal academic year.

However, on an exception basis and in accordance with your department`s cover rota, you may be required to provide cover for up to an additional 72 hours per year. Cover would be for sickness, special leave, annual leave, short term vacancy or emergency cover and would be for no more than ten working days at a time

Teaching is defined as: “Interaction with learners through a variety of teaching methods including distance learning, e learning, blended learning, classroom teaching, work based learning assessments and group timetabled tutorials”. This definition includes providing cover for teaching colleagues.

All other duties that fall within the role of the teacher will be undertaken within the 36 hour contractual working week. These duties will include (but are not limited to):

Interviewing/enrolling students

Individual tutorial sessions

Student Assessment

Preparation of learning materials and student assignments

Marking of students’ work

Marking of Examinations

Management of Learning Programmes

Course/Curriculum development

Supervision of work placements

Student admissions

Educational guidance

Counselling

Student discipline

Marketing activities

Internal verification/Moderation Co-ordination

1. Overtime

The College will not pay overtime.

1. Costed Time Off Timetable

CTOT is reviewed on an annual basis by the College and is only awarded on an exceptional basis.