



## Working at Exmouth Community College

Practical information regarding employment at the College.

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### ALL STAFF

<b>CAFETERIAS</b>	A selection of hot and cold food is available from the College's three cafeterias. Staff are welcome to purchase lunch and refreshments from any of the outlets.
<b>CHILDCARE</b>	<p>Happy Days Nursery operates within the grounds of the College. Enquiries should be made to 01395 255734 or <a href="mailto:happydaysnursery@exmouthcollege.devon.sch.uk">happydaysnursery@exmouthcollege.devon.sch.uk</a>.</p> <p>The College utilises Computershare Voucher Services to offer childcare vouchers under a salary sacrifice scheme. Vouchers can be used to pay any eligible provider for childcare. Visit <a href="http://www.gov.uk/help-with-childcare-costs/childcare-vouchers">www.gov.uk/help-with-childcare-costs/childcare-vouchers</a> or <a href="http://www.computersharevoucherservices.com/parents/Pages/what-are-childcare-vouchers.aspx">http://www.computersharevoucherservices.com/parents/Pages/what-are-childcare-vouchers.aspx</a> for more information.</p>
<b>CYCLING</b>	Cycle storage is available on both sites.
<b>GYM</b>	Staff are welcome to use the fully equipped Fitness Suite from 4.05pm – 6.15pm Monday to Friday during term time. An induction must be undertaken prior to use and for safety requirements, staff must 'buddy' with another colleague.
<b>INDUCTION</b>	All staff are provided with a comprehensive induction relevant to their role.
<b>PARKING</b>	Free car parking is available on both sites. All vehicles are parked at the owners' risk, on a first come, first served basis.
<b>PAY</b>	All staff are paid on the 25 <sup>th</sup> of the month, in twelve equal payments throughout the year. When the 25 <sup>th</sup> falls on a Saturday, Sunday or Public Holiday, payment will be made on the nearest working day before the 25 <sup>th</sup> .
<b>SITE</b>	The College operates within a split-site location, connected by a dedicated walkway.
<b>SMOKING</b>	The College operates a strict No Smoking Policy. This includes e-cigarettes.



## SUPPORT STAFF

### ANNUAL LEAVE

#### Term Time Contracts

The rate of pay is enhanced to incorporate payment for leave entitlement, public holidays and locally scheduled holidays. Therefore, under normal circumstances, staff are not entitled to any leave during term time.

#### Full Time Contracts (52 weeks)

The paid leave entitlement is 20 working days per annum on the basis of 37 hours over a 5 day working week. Recognised continuous local government service gives you an entitlement to 5 additional days leave after 5 years.

Bank and public holidays are additional to the above entitlements. You are also granted two “extra-statutory” holidays and one additional day, and in most cases these are scheduled within the Christmas/New Year break.

The paid leave entitlement for part-time employees is pro rata to all leave entitlements outlined in this section.

### LONG SERVICE

Support staff are entitled to long service leave and receive 1 extra day's leave after 10 years, 1 extra day after 15 years and 1 extra day after 20 years. As these extra days are not calculated into pay, they may be taken as leave during term time at a time agreeable with the line manager.

### PAY

The College uses the nationally agreed National Joint Council salary scale to remunerate support staff.

### PAY PROGRESSION

Subject to satisfactory service, support staff are entitled to receive a pay increment on the 1<sup>st</sup> April each year, until they reach the top of their NJC band. The first increment will be paid on the first April following your appointment or after six months service, whichever is the later.

### PENSION

All Support staff up to the age of seventy-five, will be auto-enrolled into the Local Government Pension Scheme. Please visit <https://www.peninsulapensions.org.uk> for more information.

### PROBATION

All support staff roles are subject to the satisfactory completion of a probationary period of six months.



## **TEACHING STAFF**

**ANNUAL LEAVE** Teaching staff are subject to the Working Time provisions of the School Teachers' Pay and Conditions Document and Burgundy Book. Leave entitlements will coincide with periods of school closure and public holidays.

**NQTs** Employment is subject to satisfactory completion of a statutory induction period for newly qualified teachers. The College provides a thorough induction programme for NQTs.

**PAY** The College uses the nationally agreed Main Pay Range, Upper Pay Range, Leadership Pay Range and TLRs to remunerate teaching staff.

**PAY PROGRESSION** In this College all teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development and helps to enhance their professional practice. Decisions regarding pay progression will be made with reference to the teacher's appraisal reports and the pay recommendations they contain.

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

The Governing Board will ensure that each teacher's salary is reviewed annually, with effect from 1<sup>st</sup> September and no later than 31<sup>st</sup> October each year. Pay progression is normally ratified by the Governor's Pay Committee before the Autumn half term so, any resulting progressions are awarded in the November salary and backdated to the 1<sup>st</sup> September.

**PENSION** All teaching staff will be auto-enrolled into the Teachers' Pension. For more information, please visit [www.teacherspensions.co.uk/public/home](http://www.teacherspensions.co.uk/public/home)

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**For further information regarding any of these matters, please contact the College's HR Department on 01395 255687.**