

Sessional Community Learning Tutor

Terms and conditions – 2017

The general terms and conditions will be the National Joint Council for Local Government Services. The post of Adult Education Sessional Tutor will be offered as a casual appointment and this is described as a “casual worker”. The work is on an ‘as and when required’ basis. As such there is no guarantee that work can be offered, no set hours of work and no obligation on your side to accept an offer of work.

1. Salary

The initial salary will be £23 per hour (which includes payment for annual leave entitlement, see paragraph 8 below) and will be paid, by the Bracknell Forest Council payroll, at the end of the month following the month in which the course session is taught.

Consumable course materials will be pre-purchased by Bracknell Forest Council where possible by arrangement with each tutor; where this is not appropriate, the tutor’s expenses will be reimbursed on completion of an expenses claim form and production of suitable receipts.

Payment for attendance at training sessions organised by Bracknell Forest Council for the purposes of induction, quality improvement and continuous professional development will be paid at the rate of £15 per hour.

2. Working Hours

The hours of duty for these positions will be on an “as and when required” basis.

Each session will be negotiated in advance and confirmed by a contractual letter of engagement giving course title, venue, date, time and duration of the session.

An additional half hour will be paid in addition to duration of a session to include time for course set up and administration (eg tutors will be paid 2.5 hours for a 2 hour teaching session).

If we cancel a session with one week’s notice, there will be no payment. If we cancel within one week, full payment for the session will be made. If you cancel a session, no payment will be made.

3. Worker Checks

As a casual worker, your engagement is subject to:

- Receipt of satisfactory references

- A satisfactory Disclosure and Barring Service (DBS) check (formerly known as CRB check)
- Health clearance by Bracknell Forest Council Occupational Health service
- Evidence of right to work in the UK

Please note that a DBS re-check may be made from time-to-time.

4. Observation of teaching and learning (OTL)

In order to improve standards and develop our provision, you will be observed delivering a session once annually as a minimum. The observation guidance can be found on the Moodle at www.bracknellopenlearning.co.uk

5. Training and briefing sessions

We organise training sessions for tutors, for which you will be eligible to be paid a “meetings and training” hourly rate (see paragraph 1 above). In addition, we also offer individual in-service training on request or as a result of the observation of teaching and learning. Sessions can be arranged on any of our procedures including course documentation, RARPA (Recognising and Recording Progress and Achievement), e-Learning, the use of ICT software and equipment and Moodle. Please discuss any training needs with your line manager.

6. Qualifications

We wish to provide the best learning experience possible for our learners and having a qualification is an important part of being an excellent tutor. Bracknell and Wokingham College (Tel: 0845 330 3343) and other colleges in the area, offer the relevant tutor training courses: Preparing to Teach in the Lifelong Learning Sector (PTLLS) and the Diploma in Teaching in the Lifelong Learning Sector (DTLLS).

7. Local Government Pension Scheme

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level. You have the option to opt in to the

Local Government Pension Scheme. Please submit your request to your line manager in the first instance.

8. Annual Leave

All casual workers have a statutory entitlement to a minimum of 28 days annual leave (including Bank Holidays). As casual workers do not have set hours to work, a payment to cover your annual leave entitlement has been included in your hourly rate.

9. Sickness

As a casual worker, you are not entitled to occupational sick pay. You may be entitled to Statutory Sick Pay (SSP). SSP is not paid for the first three days of any sickness period. Thereafter a set of qualifying conditions must be met for there to be any entitlement to SSP. Please contact your line manager if you are unavailable for work due to illness.

10. Continuous local government experience

Please note that work undertaken in your casual role does not count towards Bracknell Forest Council or Local Government employment service.

11. Grievance Procedure

If you have a complaint, problem or issue, please talk to your line manager in the first instance. If this remains unresolved, the following steps apply:

Step 1: You must raise the issue in writing and will then be invited to attend a meeting with the manager, where the issue will be addressed. There will be the right to be accompanied by a trade union representative or a work colleague.

Step 2: The outcome of the meeting will be confirmed in writing. You will be told in writing that there is a right to appeal.

Step 3: Any appeal will be heard by a more senior manager, usually a Designated Officer and will follow step 2 again; and this will be the end of the process.

There will normally be 5 working days' notice of a meeting, decisions will be communicated in writing within 5 working days of the meeting and the individual will have 5 working days to raise any appeal.

12. Termination of engagement

We reserve the right to terminate your engagement at any time. You will be paid for all work done up till the time it is terminated. No formal notice period is required, but we will give you as much notice as possible.

If you are no longer available to work for us, please give us as much notice as possible, so that we can find a replacement. We will produce a P45 for you.