

## **Additional Information**

### **Conditions of Appointment**

All appointments are made subject to a minimum of two references, medical clearance, ISA and Criminal Records Bureau clearance which are satisfactory to us.

You are required either to have upon commencement of employment, or within six months be working towards, the qualifications specified in your Person Specification.

It is a condition of all Lecturing staff appointments that you register with the Institute for Learning within the first six months of your employment.

### **General Information**

All staff are subject to a 10 month probationary period. Once this has been successfully completed staff will move onto the College's appraisal system. This is an annual review of their role, responsibilities and personal development. The appraisal system provides support to staff in achieving agreed objectives.

All members of staff have the opportunity to join a pension scheme on appointment. For support staff this is the Local Government Pension Scheme (LGPS) and for teaching staff, the Teachers' Pension Scheme. Both schemes offer an annual pension and a range of other guaranteed benefits for employees and their families.

The College currently recognises 3 trade unions, UCU, ATL and UNISON. The College holds Joint Consultative and Negotiation Committee (JCNC) meetings, which are a chance for Union representatives to meet with College Management to discuss any potential changes at the College.

The College operates a no smoking policy. Smoking is only permitted in designated areas.

### **Training and Development**

East Riding College is committed to providing appropriate training and development for all staff in order for it to achieve its strategic objectives. The College holds the Investors in People Award and has a dedicated Staff Development Unit who actively supports and encourages employees to develop their skills and obtain relevant qualifications. They offer an extensive annual Staff Development Programme which is based on both the needs of the College and the staff.

### **Employee Benefits**

The College offers a comprehensive range of work-life balance initiatives and benefits to motivate and reward employees, including the following:

- Child care voucher scheme
- Final salary pension scheme
- Union membership
- A non-smoking working environment
- Free car parking facilities
- Occupational Health Services
- Employee Counselling Service
- Staff newsletter
- Excellent on-site restaurant and cafes
- Parental and Carers' leave
- Compassionate leave
- Emergency childcare leave
- Generous annual leave entitlement, with additional shutdown days over Christmas