



RESIDENTIAL FULL TIME CLASS TEACHER PAY AND CONDITIONS 2019

The dates for the Summer School in 2019 are as follows:

Saturday 6 July 2019	09:00 – 17:00 Induction. 19:00 Welcome Dinner (all staff).
Sunday 7 July	Day off (students arrive).
Monday 8 July	First teaching day.
Tuesday 9 July	Last teaching day, Contract A.
Friday 16 August	Last teaching day, Contract B.
Saturday 17 – Tuesday 20 August	Students depart and College closes. Paid holiday

PAY SCALE

The teacher's contract covers the period from 6 July until 20 August 2019, of which 4 days are paid holiday. Teachers are paid according to their qualifications and experience. All teachers must have a Bachelors Degree.

Scale	Qualifications	Contract A	Contract B	Professional Profile
1	CELTA	£3,640	£3,160	Teacher with a CELTA or Trinity CertTESOL certificate.
2	DELTA or QTS	£3,880	£3,304	Teacher with a DELTA or Trinity DipTESOL, or teacher with Qualified Teacher Status.
3	QTS + CELTA	£4,120	£3,448	Teacher with both Qualified Teacher Status and CELTA or Trinity CertTESOL.
4	QTS + DELTA	£4,360	£3,592	Teacher with both Qualified Teacher Status and DELTA or Trinity DipTESOL.
5	[n/a]	£4,600		Team Leader or Assistant Director of Studies position. TEFLQ qualification plus a proven track record of excellence.

CONDITIONS

There are two types of teaching contacts: a) Class Teacher plus ETOS or b) Class teacher plus shopping excursions. Contract A involves 12 hours' class teaching, 8 hours ETOS teaching and 3 educational excursions per 3-week course. Contract B involves 12 hours' class teaching, 3 educational excursions and 2 shopping/sightseeing excursions. Both contracts also involve one theatre visit per 3 week course.

Two days' induction and preparation are also included. There are no residential duties in the contract. Teachers' induction, meetings, briefings and duties are paid and included in the salary, which also includes marking and preparation time. The normal working day is from 08:30 to 17:00. Paid holiday is taken on the dates shown. Due to the nature of the course, leave of absence cannot be given. St Edmund's College is a non-smoking, non-drinking campus and a professional standard of conduct and appearance is essential. All

staff will adhere to the Code of Conduct. Full room and board are provided at no extra cost. **Alcoholic drinks are not permitted on site, and the possession and/or consumption of alcohol on the College premises will result in disciplinary proceedings.**

ARRANGEMENT FOR THE PAYMENT OF WAGES

1. Wages are paid at the end of each calendar month.
2. Wages cannot be paid until all of your employment details are provided.
3. Wages will be paid directly into UK bank accounts unless special arrangements have been made to pay directly into overseas bank accounts.
4. Wages are calculated by days worked. Any adjustments or corrections to salary will be made in advance and paid in the final wage.
5. Tax and National Insurance will be deducted in accordance with current HMRC regulations and a pension deduction will be made if applicable.
6. Statutory Sick Pay will be paid from the fourth day on production of either a self-certificate or doctor's certificate. Notice of absence must be given to the Director by 08:00 at the latest.
7. Pay slips will be sent to you by email. Your P45 will be sent to your home address.
8. In the event of any query regarding your pay, contact the Director straight away by email explaining the details. Your line manager or other members of staff are not involved in payroll and therefore are not in a position to advise you. We will always deal with your query as soon as possible.