

## Summary of Terms and Conditions for Language Tutors

1. A Language Tutor will be employed on a fixed-term contract the duration of which in any one academic year will be specified in the individual's employment contract.
2. A Language Tutor's duties at a general level will be as set out in the Job Description for Language Tutors, at Grade 6 of the University's grading structure. The specific duties for a Language Tutor will be set out in his/her contract.
3. A Language Tutor will report to the Director of SCLS although on a day to day basis will be managed by the Deputy Director of SCLS.
4. Hours of work:
  - a. The total number of hours to be worked will be set out in the Language Tutor's contract.
  - b. The scheduling of the Language Tutor's hours will be confirmed by SCLS, normally prior to the beginning of each academic year or term. Teaching may be varied by the Director of SCLS (or nominee) during a term due to unforeseen circumstances.
5. Rate of pay:
  - a. A Language Tutor will initially be paid at Grade 6, point 1 of the University's single pay spine.
6. Incremental Pay Progression:
  - a. Progression through Grade 6 up to the non-discretionary threshold for that grade will normally be based on automatic annual increment on 1 October (subject to the Language Tutor, exceptionally, being denied incremental progression under established procedures for dealing with performance issues).
7. Holiday:
  - a. The holiday entitlement for a Language Tutor will be the pro-rata equivalent of: 20 days per annum; rising to 21 days at three years' service; rising to 22 days at four years' service; rising to 23 days at five years' service.
  - b. Additionally, the pro-rata equivalent of the normally eight public/bank holidays and the University's six minimum service days will apply.
  - c. A Language Tutor's accrued holiday entitlement will be paid at the end of his/her contract.
8. Maternity, Paternity and Adoption Pay:
  - a. Maternity Pay: The University will pay the higher of: (i) any Statutory Maternity Pay that may be due to the individual or (ii) Occupational Maternity Pay as specified in the University's Maternity Guide which will be calculated using the individual's average weekly pay earned over the 12 months preceding the Qualifying Week or over the duration of the Language Tutor's contract if shorter.

- b. Paternity Pay: The University will pay two consecutive weeks at the higher of: (i) the applicable rate of any Statutory Paternity Pay that may be due to the individual; or (ii) the individual's average weekly pay earned over the preceding 12 months or over the duration of the Language Tutor's contract if shorter.
- c. The University will pay Adoption Pay on the same basis as: (i) Maternity Pay for the primary adopter; or (ii) Paternity Pay for the partner of the primary adopter.

9. Shared Parental Leave:

- a. Entitlement to Shared Parental Leave will be in accordance with statutory provision.

10. Sickness Benefit:

- a. A Language Tutor will be eligible for occupational sickness benefit of up to:

Length of service	Full pay ( <i>against which statutory sick pay will be offset</i> )	Half pay
During first 3 months	Two weeks	Two weeks
First year after 3 months	Two months	Two months
During 2nd and 3rd year	Three months	Three months
During 4th and 5th year	Five months	Five months
After 5th year	Six months	Six months

- b. A week's pay for occupational sick pay purposes will be calculated as the Language Tutor's actual salary as averaged over the duration of his/her contract.
- c. A Language Tutor will be required to follow the University's notification procedure for sickness absence as set out in Appendix 4. He/she will not be entitled to receive any sickness benefits if the absence notification procedure is not so followed.

11. Pension:

- a. A Language Tutor will be eligible to join the Universities Superannuation Scheme (USS), subject to the rules of USS which may be amended from time to time, with effect from the individual's first day of employment.

12. Development:

- a. A Language Tutor will participate in the language-related staff development programme for SCLS, as may be amended from time to time. The Language Tutor will not be charged for this development programme and will also be paid to attend the programme. The programme, which may be varied from time to time, is currently as set out at Appendix 5.