

SYNOPSIS OF TERMS AND CONDITIONS

Stage Management Tutor (CPU)

This synopsis details the main contractual conditions relating to this post. If you require further information, please do not hesitate to contact the Human Resources Department

Type of Contract

The contract will be a (0.811 FTE) part-time, permanent academic support contract.

Place of Work

The normal place of employment will be at the Academy's premises at 100 Renfrew Street, Glasgow or such other premises as may be required from time to time.

As part of the duties, the post holder may be required to travel within the United Kingdom. Such travel may include attendance at conferences or seminars for the purposes of maintaining and updating your professional skills.

Remuneration

The current salary scale for this post is £18,033 - £22,158 per annum (points 20 – 27 on the Academy Salary Scale) being the 0.811 FTE of £22,236 - £27,322. It is normal Academy practice to appoint new staff members to the first point of the salary scale.

Hours of Work

The post will be an annualised hours contract (1476 per annum inclusive of annual leave and flexible public holidays) and the post-holder will be required to work a total of 1260 hours per annum, over a 36 week period as agreed with the CPU Manager and in accordance with the needs of the Academy's production schedule.

Superannuation

The Local Government Pension Scheme is a final salary pension scheme and your contribution will be dependant on your salary.

Career Review

All new staff members will be required to complete an induction programme, which is reviewed after 6 months.

There is a requirement to participate in the Academy's Annual Career Review Scheme. The details of the scheme are available from the Human Resources Department.

Annual Leave

The entitlement for this post will be 142 hours per annum.

In addition, there will be 74 hours public holiday entitlement per annum.

There is a requirement for all staff to compulsorily take 2 days (14 hours) annual leave (or the appropriate pro rata equivalent) during the period 24th December to 3rd January each year when the Academy is closed. The Academy will also make appropriate deductions for public holidays during the period of closure.

Sickness Absences

You will normally be entitled to the Occupational Sick pay in accordance with the Academy's sick pay policy.

Disclosure Scotland and References

Any offer of employment is subject to proof of eligibility to work in the UK, a satisfactory Enhanced Disclosure Scotland Check, and satisfactory references.