



Additional terms and conditions

Community Learning and Skills tutor contracts

- Engage with the Quality Improvement agenda including:
  - Annual Observation of Teaching and Learning
  - Commitment to ongoing personal development of teaching and learning practice
  - Sharing good practice
  - Maintaining service paperwork
  - Walkthroughs
  - Attending mandatory CPD including annual induction; completing safeguarding; Prevent and Information Security
  
- 40 mins planning and preparation paid for each teaching hour
  
- Payment at standard hourly rate for tutor CPD, appraisal and 1:1 meetings, standardisation/EV meetings
  
- If the class is cancelled with more than 7 days notice then no payment will be made
  
- If class is cancelled less than 7 days notice then 2 hours will be paid
  
- If the class is subsequently cancelled (after it has started) then payment will be made for any hours taught, plus planning and preparation and holiday and bank holiday pay for any hours taught
  
- Tutors will be entitled to two days CPD each year (15 paid hours)
  
- Holiday pay and bank holiday pay calculated and paid for hours worked on a monthly basis
  
- Tutors will be issued with a laptop, phone and Council email address and are expected to use them regularly and as the only methods of communication with managers and learners.
  
- Phones and laptops issued by the council are to be used for council business only and use must comply with the IT security policy

- Tutors will be allocated to their nearest Community Learning workbase:

Barrow Library

Carlisle Library

Kendal Library

Eden - Skirsgill Community Learning Office or Shap Office

Whitehaven Library

Workington Library

This base will be used for the purpose of payment of mileage, in line with Council policy and procedures. Home to workbase mileage is not paid and must be deducted from any claims

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