



COLEG Sir Benfro
Pembrokeshire COLLEGE

**WORKING AT PEMBROKESHIRE
COLLEGE**



Think MORE. Learn MORE. Be MORE.



Welcome to our College

Pembrokeshire College is situated in the south west peninsula of Wales, in the UK's only coastal national park. Located in the county town of Haverfordwest, the local area has a lot to offer in terms of Health and Wellbeing and is perfectly placed to provide an excellent quality of life in surroundings of outstanding natural beauty. The College is the third largest employer in the county and has partnerships with multiple organisations in the region as well as providing lead status to the second largest Apprenticeship contract in Wales.

The College's Mission is to inspire excellence, empower individuals and develop the future workforce. Its seven strategic goals to 2024, are to:

- » Develop highly skilled, creative and confident individuals
- » Deliver excellent inspiring and relevant learning and teaching enabling progression to employment or higher levels of learning
- » Be a College that values and invests in all its staff
- » Be a valued partner of the South West region, supporting the economy by investing in skills and communities
- » Deliver first class governance and management
- » Provide a safe, healthy and sustainable environment
- » Deliver long term financial stability

Our Core Beliefs

We believe Pembrokeshire College is an excellent employer, with significant numbers of staff having worked for the College in excess of 20 years, thus ensuring the retention of specialist skills and learned expertise. The College prides itself on providing a supportive, flexible and positive working environment.

The culture of aspiration 'Think more. Learn more. Be more.' is underpinned by core beliefs, namely that the College community:

P **Positivity:** We believe in being positive and responsive and encourage everyone to adopt such an approach in all that they do.

E **Equality:** We value equality and celebrate diversity, we do not discriminate between race, gender, disability, sexuality and class.

O **Opportunity:** We believe in making available as many opportunities as possible with regard to education and within our College Community.

P **Potential:** We believe in aiming to not just fulfil potential but go beyond all expectations.

L **Learning:** We value all learning opportunities and encourage everyone to actively take responsibility of their own learning and progress.

E **Excellence:** We believe in aspiring to excellence in everything we do, and endeavour to be a Centre of Learning and Teaching Excellence.

Embracing Diversity

We believe the College is welcoming and inclusive and in our efforts to build a staff and learner body that is as diverse as possible (for the benefit of all) we welcome applications from under-represented groups and have therefore put in place the following:

Commitment to Becoming an Anti-Racist College

Through its affiliation with the Black Leadership Group (BLG) the College has confirmed their commitment to working towards the Welsh Government's target for Wales to become an anti-racist country by 2030 through tackling racial/ethnicity inequality and promoting anti-racism. BLG challenge systemic racism for the benefit of all black and minority ethnicity communities and the wider UK society as a whole, to be the authoritative voice of Anti-racism in F/HE, schools, public, voluntary and private sectors, and to further the interests of people from ethnically diverse backgrounds who share a lived experience of the effects of racism. We guarantee access to the College's selection process for applicants from a minority ethnicity background who meet the essential job criteria.

Approved and Assessed as a Disability Confident Leader

The College provides significant support for job applicants, employees and learners in relation to disability, and through its ongoing and proactive work has achieved 'Disability Confident Leader' Status within the UK Government's Disability Confident Scheme. We guarantee access to the College's selection process for applicants with disabilities who meet the essential job criteria.

Commitment to the Armed Forces

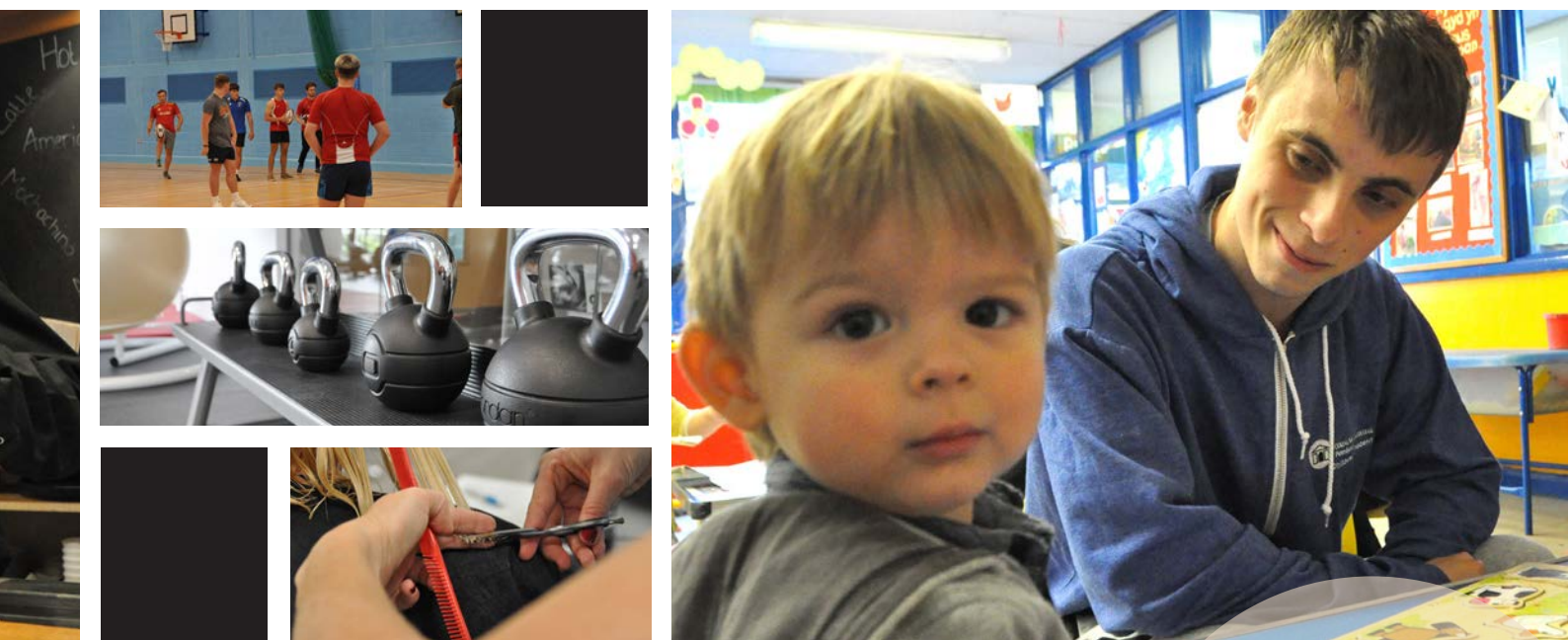
At Pembrokeshire College we are proud to support the UK's armed forces and reservists. We have signed the Armed Forces Covenant as a voluntary pledge of mutual support between the College community and its local armed forces community.

Armed Forces leavers, veterans or a reservist are guaranteed entry to the College's selection process for applicants who meet the essential job criteria. Reservists can potentially access additional annual leave for undertaking reservist activities.





Staff Benefits



College staff benefit from generous terms and conditions of employment including enhanced payments for sickness, maternity, paternity and special leave and also enhanced holiday entitlement. A summary of working conditions can be found on page 11.

Staff are supported in many ways ranging from in-house counselling and occupational health clinics, through to health and wellbeing activities run via the Aspire CPD programme.

Additionally staff have discounted use of the College's state of the art gym, hair & beauty salons, coffee shop and restaurant.


Staff Entitlements:

- » Attractive holiday allowance
 - » Lecturers - 46 days
 - » Manager - 37 days
 - » Additional College closure days (Christmas period)
 - » Additional paid leave for caring responsibilities, domestic emergencies and recognised religious events/festivals
- » Flexible working time off in lieu (TOIL) arrangements
- » All other staff - 28 days (rising to 32 after five years)
- » Auto enrolment into LGPS and Teachers Pension Scheme
- » Enhanced corporate sickness, adoption, maternity and paternity pay
- » Payment of the 'Real' Living Wage

Staff Benefits:

- » Secure employment within a large, well-established community College
- » Up to 75% discount on part-time courses
- » 30% discount in our Hair & Beauty salons
- » On-site day nursery facility
- » Recognised trade union membership
- » CPD programme
- » Internal staff association group
- » Discounted on-site gym membership and fitness classes
- » On campus cafeteria, shop, Starbucks, training restaurant and coffee shop
- » Free on-site parking
- » Opportunity to learn/enhance Welsh language skills

Health & Wellbeing:

- » A dedicated Health and Wellbeing at Work Officer for staff
 - » Mental Health First Aid - training and support
 - » Hafal trained peer support
 - » On-site and telephone counselling support
 - » Occupational Health Services
 - » Emotional health clinics
 - » Cycle to work scheme
 - » Support groups run with the help of subject experts - menopause, carers, neurodiversity
 - » A calendar of health and wellbeing events to support staff and learners throughout the academic year
 - » Recognised disability confident leader
 - » College wide commitment to be Carbon Net Zero by 2030
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Working Conditions

The College has a wide range of roles whether you are looking at directly working with learners or supporting the business through the full range of functional department areas including, Finance, HR, Marketing & Admissions, IT, Estates etc.

Working directly with learners across all faculty areas we have; lecturers, tutors, assessors, technicians, LSAs, Learner & Pastoral Coaches and Skills Support Advisors.

Following a selection process, employment at the College for any staff is dependent on the following pre-employment checks:

- » An enhanced DBS (Disclosure & Barring Service) background check.
- » Where the role is working directly with learners, registration with the Education Workforce Council Wales (EWC) is required. Cost to be met by the individual annually
- » Evidence of qualifications stated
- » 2 x acceptable references (one to be the most recent employer)
- » Evidence of the right to live and work in the UK

Standardised Training

A range of standardised training is mandatory for all new staff including:

Safeguarding and PREVENT Training
 Health and Safety
 Data Protection (GDPR)
 Equality and Diversity

Working Conditions Summary

Whilst individual roles will depend on the requirements of the faculties/department, there are some key terms and conditions which can be found below:

Role	Salary Scale Dependent on Role	Annual Leave (1st Sept to 31st Aug)	Sick Pay	Excellent Pension Scheme
Management Spine	Range of roles between: £44,786 - £102,104	37 days annually	Up to 6 months full pay and 6 months half pay (service related)	TPA contribution rate range 9.6% - 11.7% LGPS contribution rate range 6.8% - 9.9%
Lecturer	Without teaching qualification: £22,581 - £26,649 With teaching qualification: £28,751 - £44,442	46 days annually	Up to 6 months full pay and 6 months half pay (service related)	TPA Contribution rate range 7.4% without teaching qualification 7.4% - 9.6% with qualification
Tutor	£22,638 - £27,280 BAR £28,168 - £31,298	28 - 32 days annually (service related)	Up to 6 months full pay and 6 months half pay (service related)	LGPS Contribution rate range 5.8% - 6.5%
Assessor	£28,168 - £31,298 BAR £32,348 - £35,391	28 - 32 days annually (service related)	Up to 6 months full pay and 6 months half pay (service related)	LGPS Contribution rate 6.5%
Technician	£20,997 - £22,638	28 - 32 days annually (service related)	Up to 6 months full pay and 6 months half pay (service related)	LGPS Contribution rate 5.8%
LSA	£20,997 - £21,008 BAR £21,713	28 - 32 days annually (service related)	Up to 6 months full pay and 6 months half pay (service related)	LGPS Contribution rate 5.8%
Learning Coach	£25,194 - £27,280 BAR £28,168 - £31,298	28 - 32 days annually (service related)	Up to 6 months full pay and 6 months half pay (service related)	LGPS Contribution rate range 5.8% - 6.5%
Pastoral Coach	£25,194 - £27,280	28 - 32 days annually (service related)	Up to 6 months full pay and 6 months half pay (service related)	LGPS Contribution rate range 5.8% - 6.5%
A range of other support and functional roles	Scale dependent on role, ranging between: £20,972 - £52,674	28 - 32 days annually (service related)	Up to 6 months full pay and 6 months half pay (service related)	LGPS Contribution rate range 5.8% - 6.8%

Rates correct as at 23/05/2023. Pay award for 2022/23 pending.

Following appointment each new member of staff is given a thorough induction by both Human Resources and their department.

Departments provide relevant 'on the job' support until a new member of staff feels confident in their new role.

An ongoing in-house Continuous Professional Development (CPD) programme (Aspire) ensures staff are able to upskill and update in relation to essential areas of their work.



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