

# THE NATIONAL DEAF CHILDREN'S SOCIETY

## TERMS AND CONDITIONS OF EMPLOYMENT

### Senior Audiology Adviser

These are a summary of the main Terms and Conditions of Employment for the above post. The successful candidate will receive a full version of the Terms and Conditions and Employee Handbook upon appointment.

<b>Salary</b>	<p>The salary for this post is circa £40,000, depending on experience and location. (Grade L1 / N1).</p> <p>All staff usually commence employment on the lowest point of the scale.</p> <p>Annual increments through the grade are given depending on performance. There is also a discretionary annual salary increase in June if approved.</p> <p>Salaries are paid monthly, in arrears, on the last Thursday of the month.</p>
<b>Probationary period</b>	<p>There is a six-month probationary period commencing with the date of taking up duties.</p>
<b>Length of contract</b>	<p>This is a permanent post.</p>
<b>Place of work</b>	<p>The post can either be based at the National Deaf Children's Society's office or home-based in the UK.</p>
<b>Hours of work</b>	<p>The normal working week is 35 hours, and this is normally for seven hours per day (excluding one hour unpaid lunch break) Monday to Sunday inclusive. The exact hours of work should be agreed with your Line Manager.</p>
<b>Pension arrangements</b>	<p>National Deaf Children's Society provides a pension scheme, through Aegon.</p> <p>At present National Deaf Children's Society contributes 5.5% of the employee's salary and the minimum employee contribution is 1.5%.</p>

<b>Death in service benefit</b>	Staff are covered by a death in service benefit of three times the basic salary.																
<b>Season ticket loan</b>	An interest free loan for the purchase of an annual Season Ticket for travel to work is available to all staff who successfully complete their probationary period.																
<b>Annual leave</b>	Our holiday year runs from 1 April to 31 March in the subsequent year. The annual leave entitlement is 25 days per annum increasing to 30 days after 5 year's service for full time employees, prorated for part time staff accordingly.																
<b>Sickness</b>	<p>Staff who are absent due to sickness will receive their normal pay, subject to any service criteria that may exist.</p> <p>Our sick pay scheme runs from between 1 April and 31 March referring to full working days and is as follows:</p> <p>1st full year-18 days full pay plus 44 days half pay (after 4 months additional service)  2nd full year – 36 days full pay plus 44 days half pay.  3rd full year – 54 days full pay plus 66 days half pay.  4th and 5<sup>th</sup> full year – 72 days full pay plus 88 days half pay.  After 5 years service – 90 days full pay plus 110 days half pay.</p> <p>'First Full Year' should be read in the same way as in the holiday entitlements i.e. the year which starts on 1 April after an employee has completed a continuous period of service with us which commenced on, or before, the previous 31 March. Employees with less than 1 years service receive a entitlement proportionate to 18 days as follows:</p> <table data-bbox="651 1720 1214 2033"> <thead> <tr> <th>Date of joining</th> <th>Sick pay entitlement</th> </tr> </thead> <tbody> <tr> <td>1 April</td> <td>18 days</td> </tr> <tr> <td>1 May</td> <td>16 days</td> </tr> <tr> <td>1 June</td> <td>14 days</td> </tr> <tr> <td>1 July</td> <td>12 days</td> </tr> <tr> <td>1 August</td> <td>10 days</td> </tr> <tr> <td>1 September</td> <td>8 days</td> </tr> <tr> <td>1 October</td> <td>6 days</td> </tr> </tbody> </table>	Date of joining	Sick pay entitlement	1 April	18 days	1 May	16 days	1 June	14 days	1 July	12 days	1 August	10 days	1 September	8 days	1 October	6 days
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	<p>1 November                      5 days</p> <p>1 December                      5 days</p> <p>1 January                        5 days</p> <p>1 February                       5 days</p> <p>1 March                            5 days</p> <p>Any Statutory Sick Pay entitlement will be included in the normal pay.</p>
<b>Maternity rights</b>	Women's maternity rights are protected by the relevant employment protection and social security legislation.
<b>Notice period</b>	The notice period for this post is 3 months.