



TERMS AND CONDITIONS OF EMPLOYMENT

ROLE TITLE

The role title is Principal, with responsibilities as outlined in the attached role profile.

The Principal is subject to the Standard Terms and Conditions of Employment/Appointment for Teaching Staff.

The Principal's line manager is Chair of the College Council (or if so mutually agreed, an alternative nominee). He or she will meet with you regularly to offer support and be available as a sounding board. In addition, he or she will meet with you formally on an annual basis to consider work and professional achievements and to consider training & development opportunities and needs in line with the College's 360 Appraisal process.

The job description will from time to time be reviewed and may be amended by the College after negotiation with you.

Initially, the appointment is for a probationary period of six months. During this period of probation, the appointment may be terminated by either party giving three months' notice.

It is a condition of the appointment that the Principal hold a certificate issued by the Disclosure & Barring Service (or equivalent international agency) indicating that you are not unsuitable for working with children, young people and adults at risk.

PLACE OF WORK

The Principal's normal place of work will be Bristol Baptist College, currently located at The Promenade, Clifton Down, Clifton, Bristol BS8 3NJ.

The Principal will be required to travel outside Bristol on College business and, occasionally, outside the United Kingdom.

ACCOMMODATION

For the better performance of the duties of Principal, accommodation will be provided either in the form of a housing allowance or reimbursement of rental, to be determined.

The Principal will be expected to live within the greater Bristol area for the better performance of their responsibilities.

REMUNERATION AND EXPENSES

The Principal's annual remuneration will be 1.7 times Home Mission Stipend. At the time of appointment in 2023, the Home Mission Stipend is £26,500, and thus the Principal's Salary is £45,050.

Remuneration is reviewed annually, and any increase will be effective from 1st May. Any alteration in salary will be notified to the Principal in writing by the College.

The Principal will be refunded with the amount of any reasonable expenses that are incurred in the course of their appointment. The Principal will be reimbursed in respect of all approved car business mileage in accordance with the guidelines laid down from time to time by the Inland Revenue (currently 45p per mile). The Principal will be responsible for keeping a record of all such College business mileage or other expenses, which must be provided with receipts when claiming reimbursement.

Payment will be made monthly in arrears by direct credit to your bank account no later than the 25th day of the month in which it is due. In the event of death in service, salary will accrue and be payable up to and including the last day of the calendar month in which you died.

Subject to any relevant statutory restrictions for the time being in force the College may deduct from the Principal's remuneration:

- o Income tax and national insurance.
- o A contribution you may be required to make as a member of a contributory pension scheme in respect of the Principal's appointment.
- o Money which the Principal is required to repay in respect of excess holiday taken at the effective date of the termination of the Principal's appointment.
- o Money overpaid in respect of pay, expenses or benefits.

During term time the Principal will be entitled to a light lunch at the College premises, on days when this is provided, free of charge.

HOURS OF WORK

The Principal's normal working week is difficult to specify due to the nature of their work but we expect the Principal to work an average 35 hour week. If the Principal works in excess of this, they will be allowed to take time off in lieu. The Principal will not be required to work more than 48 hours per week without express consent being given pursuant to the Working Time Regulations.

HOLIDAYS AND HOLIDAY PAY

The Principal's holiday entitlement is 30 paid days per calendar year, in addition to statutory bank holidays. It is expected that College commitments are fully taken into account when arranging holidays. Holidays should be agreed with the Principal's line manager.

Holiday entitlement accrues at the rate of one twelfth of the Principal's annual entitlement for each complete calendar month in any holiday year rounded down to the nearest half day.

The holiday year is from 1st September to 31st August.

Holidays will normally be taken in the holiday year in which they have accrued. Any alternative arrangement must be agreed in advance with the Chair of the College Board of Trustees.

ON TERMINATION OF YOUR APPOINTMENT

The Principal may be required to take accrued annual holiday during the period of notice.

The Principal will be paid for any holiday that has accrued but has not been taken at the effective date of termination;

The Principal will refund any remuneration paid in respect of holiday taken in excess of that which has accrued at the effective date of termination.

SICKNESS AND SICK PAY

The Principal is entitled to the benefits of the College's sick pay scheme, details of which are set out below. For the purposes of calculating sick pay entitlement, the Principal's previous service as a Minister will be taken into account as continuous service.

If the Principal is absent from work by reason of sickness they must notify the College Manager and the Chair of the College Council as soon as reasonably practicable.

The Principal must keep the Chair of the College Board of Trustees regularly informed of the reason for their continued absence.

Immediately following their return to work after a period of absence through sickness not exceeding seven days you must complete a self-certification form which is available from the college office or online at <https://www.gov.uk/government/publications/statutory-sick-pay-employees-statement-of-sickness-sc2> This form will be retained in your appointment record.

If sickness persists for more than seven consecutive days (including weekends and holidays) they must on the eighth day of sickness complete and return to the College Manager the self-certification form and thereafter provide a doctor's statement for absence from the eighth consecutive day of sickness.

THE COLLEGE SICK PAY POLICY

During periods of absence by reason of ill health, the Principal is entitled to pay from the College as follows:

- o First year of appointment 1 month full pay and (after completing 4 months service) 1 month half pay.
- o Second year of appointment 2 months full pay and 2 months half pay.
- o Third year of appointment 3 months full pay and 3 months half pay.
- o Fourth year of appointment 4 months full pay and 4 months half pay.
- o Fifth year of appointment 5 months full pay and 5 months half pay After five years of appointment 6 months full pay and 6 months half pay.

Where the amount of sick pay, or its duration, as detailed above, is less than you may be entitled to under the government's statutory sick pay scheme, the Principal will be paid statutory sick pay in accordance with such statutory provisions as may then be in force, subject to your compliance with the requirements of this section.

If any of the periods of absence above are exceeded within any period of eighteen months then the College reserves the right to terminate the appointment, following discussions with the Principal, on three months' notice.

Qualifying days for statutory sick pay purposes are Sunday to Saturday inclusive.

CAREER DEVELOPMENT

The Principal is encouraged to engage in training and professional development events relevant to their work and that of the College. Such training to be discussed with the Chair of the College Council.

The Principal is eligible for study leave for every five years of continuous appointment. The Principal's immediate previous service as a Minister will be taken into account to preserve your next entitlement to study leave.

GRIEVANCE AND DISCIPLINARY PROCEDURES

Details of both these procedures are appended to these terms and conditions of appointment. Breach of the BUGB Ministerial Recognition guidelines, current at the time of interpretation, in relation to conduct unbecoming to ministers, will be treated as gross misconduct.

TERMINATION OF APPOINTMENT

Unless the person's appointment is terminated under the paragraph headed Gross Misconduct in the College's disciplinary procedure, the notice required to be given by the College to terminate the contract of appointment will be six months.

The College may at any time terminate the Principal's appointment by paying to the person a sum equal to your basic salary for the relevant period of notice and any other benefits attaching to their appointment. For the avoidance of doubt, the College's right to make a payment in lieu of notice does not give rise to any right for the person to receive such a payment.

During the probationary period of the Principal's appointment, the College's Grievance and Disciplinary Procedures (apart from the paragraph headed Gross Misconduct in the disciplinary procedure) will not apply. The probationary period may be extended by the College, following discussions with the Principal, if the standard of the persons appointment suggests that a further period of probation is desirable.

If the Principal wishes to end the appointment they should give six months' notice in writing to the College (three months during the probationary period).

If the Principal's appointment is ended by the College, the reason for termination will be set out in writing. If the person considers the reason to be unjustified or inadequate, they should appeal under the arrangements for appeal in the College's Disciplinary Procedure.

RETIREMENT

There is no longer a compulsory retirement age at 65, but for succession planning purposes, we will discuss your plans with you during your annual review as that age approaches. However, the person is entitled to carry on working beyond 65 should you wish to do so.

PENSIONS

The College will pay the agreed employer contribution to the Baptist Pension Scheme or the equivalent contribution excluding deficiency payments when the staff member participates in another pension scheme.

There will be no contracting out certificate in relation to your appointment unless otherwise stated in writing by the College.

STATUTORY MATERNITY/PATERNAL LEAVE AND COMPASSIONATE LEAVE

We will provide maternity leave, paternity leave, adoption leave, parental leave and dependant leave in line with current legislation. For further details on your rights and obligations, the Principal should contact the Chair of the College Board of Trustees.

Compassionate paid leave of up to one week may be granted. Application should be made to the Chair of the College Board of Trustees, who may at their discretion authorise compassionate leave of up to five days to staff when a member of their immediate family has died or is hospitalised or needs total care at home. Any extension beyond this period can only be agreed after consultation with the Chair of the College Board of Trustees.

Any compassionate leave granted pursuant to the above is without prejudice to your statutory right to unpaid dependent or parental leave.

STATEMENTS OF POLICY

The Principal is required to comply with the College's Equal Opportunities Policy, Health and Safety Policy, Lone Working Policy, Data Protection Policy, Safeguarding Policy, Social Media Policy and other written statements of policy published and provided to them by the College from time to time.

E-MAIL, THE INTERNET AND TELEPHONE CALLS

The College may monitor telephone calls, electronic communications and information viewed or transmitted on computers and networks used for College business. If the Principal chooses to use e-mail, the internet or to make telephone calls for personal purposes using our networks and/or equipment, you should therefore not expect privacy. The person must ensure that they are fully aware of our E-mail and Internet Policy outlined in the Staff Handbook, and they will be asked to sign a copy of our IT Acceptable Use policy when they join us.

In consideration of continued appointment with the College the Principal will not at any time during the period of their appointment, engage in any other gainful appointment which might interfere with the proper performance of your duties or at any time during the period of their appointment, form or continue an association with a campaigning organisation which might adversely bear upon the public relations of the College, without first having negotiated it with the Chair of the College Board of Trustees.

CONFIDENTIALITY

During and after the Principal's appointment with the College, you have a duty to act in good faith to protect the interests of the College and this includes a duty of confidentiality in respect of all matters which would not normally be in the public domain relating to the College, its staff, students or persons otherwise connected with the College.

OTHER TERMS AND CONDITIONS OF APPOINTMENT

The other terms and conditions of your appointment with the College are contained in the Staff Handbook, and you are obliged to comply with these provisions.

There are no collective agreements relevant to your appointment.

We reserve the right, following consultation, to change the terms and conditions of your appointment and any such variation(s) will be notified by general notice to all employees or by individual notice to you.

CONDITIONS OF OFFER

Any offer is subject to the receipt of satisfactory references and certificates evidencing any academic or professional qualifications that are an essential requirement for your role.

Any offer is subject to you having a right to work in the UK, evidence of which will be kept on your personnel file.