



## Non-Management Salaries, Terms and Conditions 2019

Residential posts include accommodation (unless otherwise stated) and full board. Non-residential staff receive lunch when working, and dinner if working on an evening activity. All staff accrue pro rata paid holiday of 12.07% of their total salary during their period of employment. Unless there are special circumstances agreed during the interview/appointment (e.g. graduation days, family weddings, interviews etc.), this holiday can only be taken at the end of the contract and staff will be paid for unspent holiday at the end of their contract. Holiday entitlement is set at 28 days per annum pro-rata.

Post		Basic Salary per week	Deduction per week for accomm	Increments per week (see table below for more information)								Returning staff (since 2017)
				Experience		Diploma level TEFL qual. <sup>+</sup>	Young Learners cert <sup>*</sup>	Coaching/ Arts qual <sup>+</sup>	1 <sup>st</sup> Aid <sup>+</sup>	Life-Saving <sup>+</sup>		
				1 year	3+ years					RLSS**	Other <sup>+</sup>	
Teacher	Residential	355.55		5.00	15.00	40.00	20.00	18.00	10.00	25.00	15.00	20.00
	Non Residential	404.00		5.00	15.00	40.00	20.00	18.00	10.00	25.00	15.00	20.00
	Non Residential (Bankside Bloomsbury, Uxbridge and Cambridge only)	499.95		5.00	15.00	40.00	20.00	18.00	10.00			20.00
Senior Teacher	Residential	398.95				40.00	20.00		10.00			20.00
	Non Residential	444.40				40.00	20.00		10.00			20.00
	Non Residential (Bankside Bloomsbury, Uxbridge and Cambridge only)	Please ask				40.00	20.00		10.00			20.00
Senior Activity Leader	Residential	369.60						18.00	10.00	25.00	15.00	20.00
	Non Residential	369.60						18.00	10.00	25.00	15.00	20.00
Activity Leader (18-20)	Residential	295.20	52.85					18.00	10.00	25.00	15.00	20.00
	Non Residential	295.20						18.00	10.00	25.00	15.00	20.00
Activity Leader (21+)	Residential	369.60	52.85					18.00	10.00	25.00	15.00	20.00
	Non Residential	369.60						18.00	10.00	25.00	15.00	20.00
Activity Leader (25+)	Residential	394.08	52.85					18.00	10.00	25.00	15.00	20.00
	Non Residential	394.08						18.00	10.00	25.00	15.00	20.00
Student Welfare Officer		394.08							10.00			20.00
Student Welfare Officer (25+)		394.08							10.00			20.00

Increments per week		
Qualification/Experience	Amount	Who is eligible?
Valid RLSS Lifesaving certificate (only payable where lifeguard duties are required)	25.00	Teachers and Activity Leaders are eligible for this increment provided that they are prepared to undertake duties relating to these qualifications. Please note that as there is a first aid component to the RLSS certificate, we will not pay the first aid increment in addition to this increment.
Other recognised Lifesaving certificate (only payable where lifeguard duties are required). Please consult us on acceptable qualifications.	15.00	Teacher and Activity Leaders are eligible for this increment provided that they are prepared to undertake duties relating to these qualifications
Valid First Aid certificate. Please consult us on acceptable qualifications.	10.00	All staff are eligible for this increment provided that they are prepared to undertake duties relating to these qualifications
Valid First4Sport coaching certificate or recognised equivalent <sup>+</sup> (only payable where activity is required)	18.00	Teachers and Activity Leaders are eligible for this increment provided that they are prepared to undertake coaching duties relating to these qualifications
Valid Arts qualification <sup>+</sup> (only payable where activity is required)	18.00	Teachers and Activity Leaders are eligible for this increment provided that they are prepared to undertake duties relating to these qualifications
EFL Teaching Experience 1 year	5.00	Only Teachers are eligible for these increments (full time post CELTA/Trinity (or recognised equivalent) experience only, calculated up to June 2018). These increments are mutually exclusive.
EFL Teaching Experience 3+ years	15.00	
Diploma level TEFL qualification <sup>+</sup>	40.00	Teachers and Senior Teachers are eligible for this increment
Young Learners certificate*	20.00	Teachers and Senior Teachers are eligible for this increment
Loyalty bonus for returning staff	20.00	All staff are eligible for this increment provided that they have worked for us for at least one summer since 2017, anticipating that such employees will share their knowledge and experience with new members of staff.

- If you are interested in becoming a qualified lifesaver or first aider, SHSH will reimburse 50% of the cost of training to staff who obtain a recognised certificate, up to a maximum of £75 for first aid courses and £130 for lifeguarding courses. Courses must be booked in consultation with Head Office. Staff will be reimbursed with their first payroll.
- Salaries are paid in arrears into a UK bank account every two weeks.
- Staff do not receive any overtime payment unless this is expressly agreed in advance with your line manager in consultation with Head Office.
- All staff are entitled to one full day off per week.
- We reserve the right to move any staff member at any time in their contract in order to meet a staffing requirement at an alternate location.
- All staff must be employees of Stafford House Study Holidays. We cannot hire any staff on a self-employed basis.
- Please note that the Stafford House Canterbury and Brighton centres are run on a different system and that these rates, terms and conditions do not apply to employment at those centres.

\*For recognised certificates/qualifications – please consult us.