

# Information for applicants

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Cleveland College of Art and Design

Alternative means of application are available. Candidates should contact [personnel@ccad.ac.uk](mailto:personnel@ccad.ac.uk) or telephone 01642 298774 to discuss the most suitable means of application.

# An Introduction to Cleveland College of Art and Design

The present college's roots can be traced directly back to two sources, one in Hartlepool and one in Middlesbrough. Both started in 1880, Hartlepool started with the Athenium Club in Church Street, Middlesbrough started with a small School of Arts and Crafts. Many moves and mergers later and in 1979 Cleveland College of Art and Design was born.

Cleveland College of Art and Design is a designated College of Further and Higher Education, one of only a handful of Specialist Art and Design Colleges in the country, with charitable status. Courses offered range from specialist National Diplomas and Art & Design Foundation, to Foundation Degrees and BA (Hons) courses, both full and part time.

There are currently approximately 73 lecturing staff employed by the College combined with approximately 20 hourly paid casual lecturers. In addition, there are approximately 145 business support staff performing managerial, administrative, clerical, technical, cleaning and catering functions supplemented with a further 30+ hourly paid staff including our own student ambassadors. The college has a student population of around 1,500.

The college is currently run on two sites:- Green Lane in Middlesbrough and Church Square in Hartlepool.

Full time programmes on offer for 2011/12 are:

Green Lane:

- Advanced Diploma In Creative & Media
- Btec Diploma In Art Design & Media Level 1
- Btec Diploma In Art And Design Level 2
- Btec Diploma In Art And Design Level 2 (19+)
- Btec Diploma In Art & Design Level 2 (19+) Pt
- Btec Ext Diploma 3D Level 3
- Btec Ext Diploma Design Crafts Level 3
- Btec Ext Diploma Fine Art Level 3
- Btec Foundation Diploma In Art And Design Level 3
- Btec Foundation Diploma In Art & Design Level 3 Pt
- Btec Ext Diploma Fashion Level 3
- Btec Ext Diploma Graphic Design Level 3
- Btec Ext Diploma Interactive Media Level 3
- Btec Ext Diploma Photography Level 3
- Btec Ext Diploma Textiles Level 3

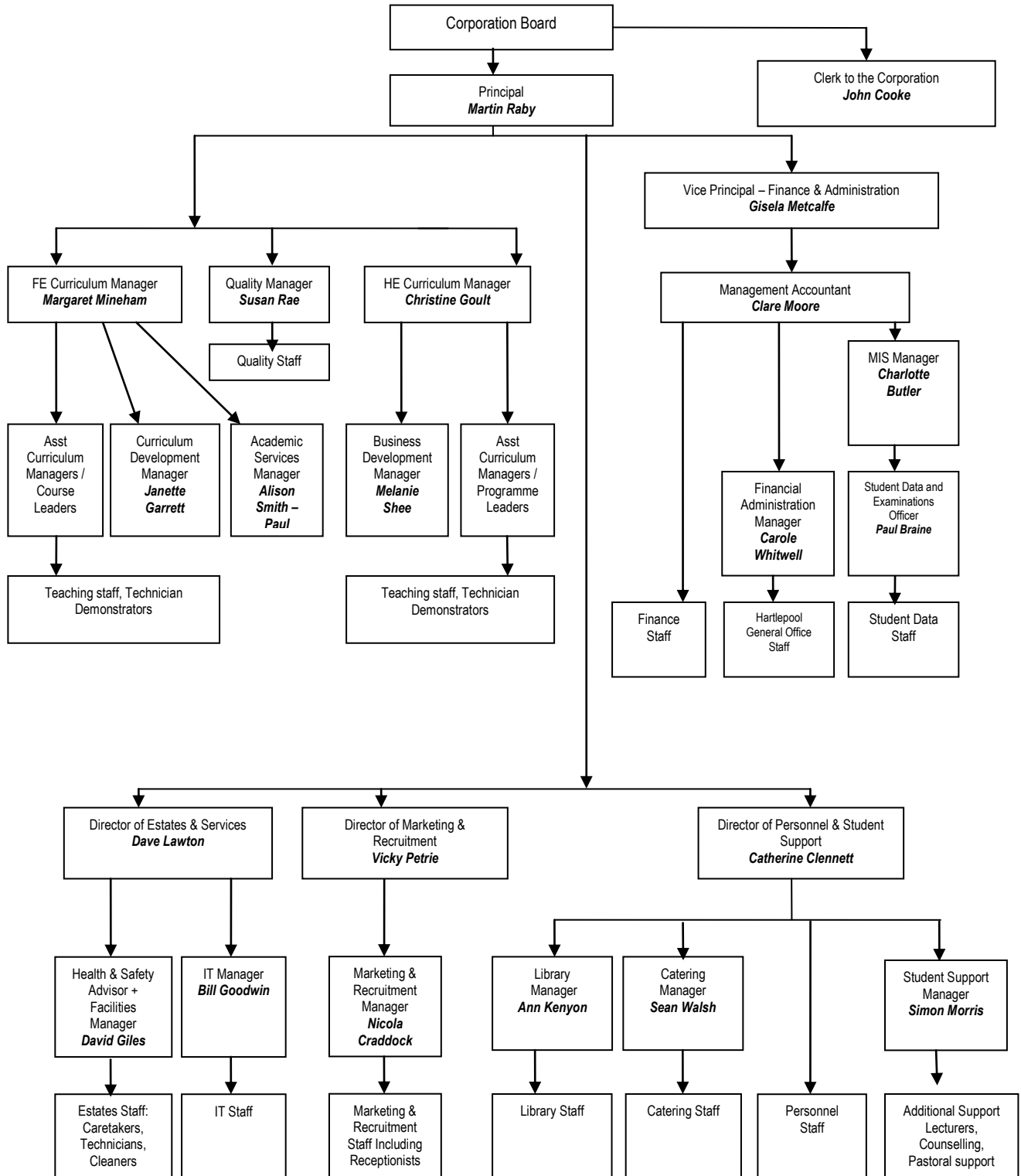
Church Square:

- BA (Hons) Entertainment Design Crafts
- BA (Hons) Fashion Enterprise
- BA (Hons) In Photography
- BA (Hons) Textiles And Surface Design
- BA (Hons) Applied Arts for enterprise (top up)
- FdA In Applied Arts
- FdA In Costume Construction For Stage & Screen
- FdA In Commercial Photography
- FdA In Creative Fashion Practices
- FdA In Graphic Design
- FdA In Creative Film and Moving Image Production
- FdA In Contemporary Textile Practice

\*Awards of the University of Teesside delivered in partnership with Cleveland College of Art & Design

**The college mission is "To provide specialist Further and Higher Education programmes in art and design, and related areas as a centre for creative excellence".**

# College Management Structure



## About the Region

Middlesbrough and Hartlepool are industrial towns nestled between the beautiful countryside of Durham and North Yorkshire, approximately half an hours drive from Newcastle upon Tyne. Both are lively towns providing excellent (and even award winning) shopping facilities, both in town-centres and out of town outlets e.g. Hartlepool Marina. The area provides for a very lively nightlife including wine bars, restaurants and nightclubs, and also a selection of water sports including white water rafting at the Tees Barrage. There is also a wide range of fitness centres and sports clubs for those who have the energy!

For those who prefer more leisurely pursuits there are many theatres, museums, galleries and general tourist attractions in the area including (to name but a few) MIMA (Middlesbrough Institute of Modern Art), Nature's World, Butterfly World, Captain Cook Birthplace Museum, Hartlepool Historic Quay and Ormesby Hall. There are also a range of annual activities such as Proms in the Park and the nearby Stockton Riverside and Billingham International Folklore Festivals, incorporating street performances, music, dancing and performing arts from around the world.

Middlesbrough and Hartlepool are ideal bases from which to travel to nearby beauty spots such as Whitby (home of 'Dracula') and the North Yorkshire Moors ('Heartbeat' country including the Pickering to Grosmont steam railway), or other famous spots such as 'Emmerdale' and 'James Herriot' countryside. The more local Roseberry Topping is a popular site for countryside walking providing panoramic views of the area and there are also many other local beaches and beauty spots.

The North East displays a huge variety of public art including the Bottle of Notes sculptured by Claes Oldenburg and Coosje van Bruggen in Middlesbrough, the Keilder Forest Sculpture Trail, The Train at Darlington, and the Angel of the North in Tyneside.

# Conditions of Appointment

## 1. Salary

The salary range payable for the post is as stated on the advertisement included in this pack. All staff, including term time only staff are paid an annual salary in eleven or twelve equal monthly instalments.

## 2. Pension

New employees are required to choose a pension arrangement to which they will contribute on taking up appointment with Cleveland College of Art and Design:

- Local Government Pension Scheme (LGPS)
- State Earnings Related Pension Scheme (SERPS)
- Personal Pension Arrangement.

Details of the LGPS will be supplied to the successful candidate before they take up appointment.

## 3. Annual Leave

Support staff are allocated 25 days per annum annual leave (pro rata for part time staff) and all 8 public bank holidays. There is also a Christmas Closure Agreement whereby support staff who work whole year are expected to use 2 days annual leave and receive 2 days leave to allow premises to close.

After 5 whole academic years service the leave entitlement rises to 30 days (pro rata).

Staff working term-time only are also entitled to 25 or 30 days per annum and payment for the 6 bank holidays that fall outside of term time. Payment for this is incorporated into salary. Term-time only staff are expected to book holidays during the weeks they are not scheduled to work.

The leave year runs from 1<sup>st</sup> September to 31<sup>st</sup> August each year.

Employees who commence employment during the year will be entitled to a proportion of the annual leave entitlement.

## 4. Training

All staff are positively encouraged to participate in staff development activities, whether on site or at external providers in order to maintain currency of skills and knowledge. This can involve one off activities or formal longer qualifications.

## 5. Medical

Appointment will be subject to satisfactory medical clearance. The successful applicant will be asked to complete a medical questionnaire, which may be followed by a pre-employment assessment by our Occupational Health provider, based in Middlesbrough.

## 6. Recruitment of Ex-Offenders

All appointments at the college are subject to satisfactory Enhanced Disclosure check. This includes information on spent and unspent convictions, cautions, reprimands and final warnings held at national and local level. It may also include relevant non-conviction information held by local police forces. In addition this level of check ensures you are not on the Children's Act List (list of those barred from working with children).

Having a criminal record will not necessarily bar you from working at CCAD. Consideration will be given to the nature of the position applied for and the circumstances and background of your offences.

CCAD aims to fully comply with the Criminal Records Bureau Code of Practice and undertakes to treat all applicants for positions fairly. We have a written policy on the recruitment of ex-offenders and the secure storage, handling, use, retention & disposal of Disclosures and Disclosure information. A copy of this and the CRB 'Code of Practice for registered persons and other recipients of Disclosure information' are available from the Personnel Office on request.

#### 7. Facilities

There are canteen facilities at both Green Lane and Church Square sites for use by students and staff.

Staff car parking spaces are available at all sites on a first come first served basis. Staff based at Green Lane site who wish to use the staff parking facility are issued with a parking disc, giving access to the car park.

#### 8. Car allowance

Staff required to travel between sites or to external venues are reimbursed travel costs at a rate set annually by the college with reference to Inland Revenue rates.

#### 9. Equal Opportunities

Cleveland College of Art and Design is committed to equal opportunities and all staff are required to adhere to the principles of the Single Equality Policy.

#### 10. Working Hours

Full time working hours are 37 hours per week, normally 8.30am – 5.00pm Monday – Thursday and finishing 4.30pm on Friday. Some areas of the college, e.g. Learning Resources Centres remain open (and are staffed) until 7pm.

#### 11. Travelling Expenses

Travelling expenses to and from any part of the recruitment process will not be reimbursed.

#### 12. Smoking Policy

Smoking is not permitted on any college premises or grounds except in designated areas.

#### 13. Job Share

Some posts may be suitable for job share. Applications on a job share basis will be considered, each on their own merits. If you wish to apply on a job share basis you should do so in conjunction with your job share partner, although you will be assessed separately against the job description and person specification.

#### 14. Child Care Vouchers

The college offers a child care vouchers scheme to all staff whereby staff can substitute some of their salary for childcare vouchers which will be tax and NI free.

#### 16. Hospital Cash Plan

The college offers a contributory hospital cash plan through Simply Health where staff can make monthly contributions to cover the cost of some dental, optical and medical services such as physiotherapy, acupuncture, osteopathy, chiropractic, chiropody, podiatry, and access to a 24 hour telephone helpline on a range of issues. Contribution rates vary with the level of cover selected.

#### 17. Period of notice

Support staff grades 1 to 5 are required to provide 1 months notice in writing to terminate their employment, grade 6 or above are required to provide 3 months notice.