



# Your Guide to Benefits at HoW College



HEART OF  
WORCESTERSHIRE  
COLLEGE

# WE HIRE PEOPLE

# #HOW CARES

We truly believe that HoW college is a great place to work, offering a welcoming environment and a unique employee experience characterised by:

- **Dedication to enriching the learning journey of our students**
- **Execution of innovative educational initiatives**
- **Commitment to fostering personal and academic growth**

We want all employees to feel appreciated. This booklet outlines some of the excellent benefits we offer.

You can find out more by visiting our website or contacting the HR team at [hr@howcollege.ac.uk](mailto:hr@howcollege.ac.uk)

Disclaimer: This booklet is a general guide. The benefits and/or partner organisations listed may change. Further information is available on the HoW College intranet.

**Honest**

**Optimistic**

**Welcoming**

**Collaborative**

**Ambitious**

**Respectful**

**Empowering**

**Supportive**

# Find out more about:

Financial

Work-Life Balance

Health and Wellbeing

Professional Development

Equality, Diversity  
& Inclusivity

Facilities



Financial

## 1. Pay

At Heart of Worcestershire College, we recognise the value and dedication of our staff, and we believe in fair compensation for the hard work they put in. We offer incremental pay rises across our salary scales for employees that have passed probation, as well as annual pay reviews to remain competitive and to provide opportunities for growth and development.

## 2. Pension

We offer two 'defined benefit' pension schemes. Depending on whether you're employed as an academic or business support staff, you will be enrolled into the Teachers' Pension Scheme or Local Government Pension Scheme.

**TPS:** The College will contribute 23.68% for members of the TPS, while the member contribution rate will depend on their salary. More information can be found on the TPS website: Teachers' Pensions ([teacherspensions.co.uk](http://teacherspensions.co.uk))

**LGPS:** Your contribution rate is based on how much you are paid. It's currently between 5.5% and 12.5% of your pensionable pay, or you can choose to join the 50/50 section of the Scheme to pay half the contributions if you prefer. The College will pay the balance of the cost of providing your LGPS benefits.

## 3. Employee discounts

### HoW4U Rewards

The HoW4U Rewards Scheme gives you access to high street shopping and travel discounts, including well-known brand names and local retailers. This scheme can be accessed through the College Portal.

### Blue Light Card

Teachers and support staff are now eligible to apply for the Blue Light Card. Blue Light Card works with small and large companies across the UK to get involved in supporting the Blue Light community through offering their members discounts online and in-store. Personalised to each member, your Blue Light Card costs just £4.99 for 2-years access to our amazing range of discounts.

Find out more at <https://teachers.bluelightcard.co.uk/>

### Worcester BID

HoW College is part of the Worcester Business Improvement District. As such, our employees can apply for a Worcester BID membership card that gives members access to discounts in over 80 businesses in the local area. Membership is completely free!

To find out more please visit [BID MEMBERS CARD - Worcester BID](#)



# Work-Life Balance:

## 1. Agile Working

We want our employees to enjoy a healthy work-life balance. Our Agile Working Policy recognises the need to develop modern working practices. We have invested significantly in technology driven solutions to enable our students and staff to maximise their performance and productivity and deliver the greatest value to the organisation, whilst maintaining a good work life balance. Agile working is the term used to describe how employees can work flexibly from any location, whether it is from a college building, within the community or at partners' sites or by varying degrees of home working and on-site college based working. Heart of Worcestershire College supports the adoption of new ways of working, to provide more flexible teams and teamwork enabled by technology where possible. For full details please refer to the Agile Working Policy which can be found on the intranet.

## 2. Holiday Allowance

We offer a very generous holiday allowance in addition to bank holidays and extra college closure days at Christmas and Easter. Our business support staff get 25 days of Annual Leave, rising to 30 after 2 years' service, while our academic staff get 37 days of Annual Leave. With our holiday year aligning with the academic calendar, from August to July, you can plan your well-deserved breaks around your work commitments.

## 3. Family Leave

We want our employees to have the opportunity to spend quality time with their families. To support this, we offer generous family leave provisions. All eligible employees are entitled to receive enhanced pay for Maternity Leave, Shared Parental Leave or Adoption Leave. We also offer up to two weeks Paternity Leave which can be taken consecutively or non-consecutively within the first year following the child's birth. For more details, please see our family leave policies on the intranet.

Did you know? You might be eligible for government childcare support schemes - find out more at [Childcare Choices](#)

## 4. Flexible Working Policy

To better support the work-life balance, the College offers a Flexible Working Policy. A Flexible Working arrangement can be any working pattern (including term-time, part weeks, casual, annualised hours etc.) other than the normal full-time working pattern in the College. It also includes reductions in the length of the working week or day in advance of retirement. Under the policy, all staff are eligible to apply for Flexible Working from day one of employment. Please refer to our Flexible Working Policy for more details.

## 5. Special Leave Policy and Sickness Absence Policy

We understand that life happens, and we're here to help navigate those challenges. Our Special Leave Policy offers support for those unexpected bumps in the road, whether it's a domestic emergency, parental duties, or caregiving responsibilities. All eligible employees are also entitled to our enhanced sick pay scheme under our Sickness Absence Policy. For more details please refer to the Special Leave Policy and Sickness Absence Policy.



# Health and Wellbeing:



## 1. Confidential Employee Assistance Programme (24/7, 365 days a year)

An EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. The EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues. Health Assured strongly believe in providing an EAP service that offers not only reactive support when someone needs it but also proactive and preventative support to deliver the best possible outcomes. Balancing everyday life with the requirements of work and home can create pressures for all of us. The EAP offers a 24/7 confidential helpline, legal information, wellbeing support and free counselling.

**0800 756 0834**

**24 hr Confidential Helpline**

## 2. Cycle to Work

Embrace sustainability and improve your well-being with our Cycle to Work scheme at Heart of Worcestershire College. This government-backed initiative not only promotes eco-friendly transportation but also encourages a healthier lifestyle for our staff. Take advantage of exclusive benefits and savings on bikes and cycling equipment through our partnership with local retailers. Whether you're a seasoned cyclist or just getting started, our Cycle to Work program is your ticket to a smoother, more sustainable commute. This scheme can be accessed through the HoW4U Website.

## 3. Hair & Beauty Treatments

Experience the ultimate pampering experience at Heart of Worcestershire College's beauty salons. Our students, under the expert supervision, offer a range of hair and beauty treatments tailored to your needs. From revitalising facials to stunning hair transformations, our learners from levels 1-3 are dedicated to delivering excellent service with a smile. Enjoy the luxury of premium treatments at discounted rates, allowing you to unwind and rejuvenate without breaking the bank.

## 4. Eyesight tests

We offer access to free VDU eyecare through Specsavers eyesight tests and contribution towards glasses. If you require an eye test or VDU glasses, our collaboration with Specsavers guarantees professional, thorough assessments tailored to your needs. We empower our employees to take care of their eye health and reduce any potential discomfort or strain associated with prolonged screen use.

## 5. Volunteering in the community

At Heart of Worcestershire College, we believe in giving back to the communities that enrich our lives. That's why we proudly offer up to 5 days a year for our staff to volunteer and make a positive impact in the local community. Whether you're passionate about environmental conservation, supporting vulnerable populations, or promoting educational initiatives, our flexible volunteering initiative empowers you to lend a helping hand where it's needed most.

## 6. HoW4U

As well as a range of discounts and financial advice, our HoW4U platform offers a number of Wellbeing services. This includes various resources on physical and mental wellbeing, including training and diet, recipes, mental health, sleep, resilience and so on. All employees have access to these resources from day one of employment.



## 7. Menopause Awareness group

We're excited to introduce our Menopause Awareness Group, a safe and inclusive space dedicated to fostering understanding, empowerment, and well-being. Led by knowledgeable facilitators and open to all, our group provides a platform for sharing experiences, accessing valuable resources, and gaining practical tips for navigating the menopausal journey with confidence. Whether you're seeking information, solidarity, or simply a listening ear, our supportive community is here to uplift and empower you. We are open to other ideas to promote networking and peer support.

## 8. Sustainability

At Heart of Worcestershire College, we're committed to building a brighter, greener future for generations to come. That's why we're proud to champion sustainability through a variety of student and staff-led projects and initiatives. Our community is actively engaged in making a positive impact on the environment. One example is our Swap Shop for used clothes, where students and staff can exchange clothes, reducing waste and promoting a culture of reuse. Together, we're driving positive change and fostering a culture of responsibility and creativity. If you have an idea for a sustainability-driven initiative, please speak to your manager or HR.







# Professional Development:

## 1. Gain qualifications through our Long Term Awards process

At Heart of Worcestershire College, we're dedicated to supporting our staff's continuous professional development. Our Long Term Award (LTA) process offers a pathway for individuals to gain recognised qualifications while contributing to their personal growth and career advancement. Whether it's a teaching qualification or a leadership diploma, our LTA scheme provides the framework and support you need to succeed. With a focus on flexibility and learning alongside working, we provide opportunities to gain qualifications that will support you in your role as well as your future progression.

## 2. Continuous Professional Development

All our staff are dedicated to completing a minimum number of CPD hours every academic year to ensure personal development and excellence. We offer a CPD program designed to empower our staff to excel in their roles and beyond. With dedicated CPD days built into our calendar, you'll have the opportunity to engage in targeted training, workshops, and seminars tailored to your professional aspirations and the evolving needs of our college community.

## 3. Progression

We're dedicated to empowering our employees to reach their full potential. Whether you're starting your journey with us or have been part of our community for years, we provide opportunities for professional growth and development. From training to mentorship opportunities and career advancement pathways, we're committed to supporting you every step of the way. Our collaborative culture encourages innovation and initiative, giving you the platform to make a meaningful impact.

At Heart of Worcestershire College, your success is our priority. All of our vacancies are promoted internally, encouraging all employees to explore exciting career paths at the College. With a diverse range of opportunities spanning various departments and disciplines, there's something for everyone to take the next step in their career journey.

# Equality, Diversity & Inclusivity:



## Equality, Diversity & Inclusivity

Every person we hire has a different mix of experiences, cultures, and identities, as well as a unique background and physical make-up. Together, we strengthen HoW.

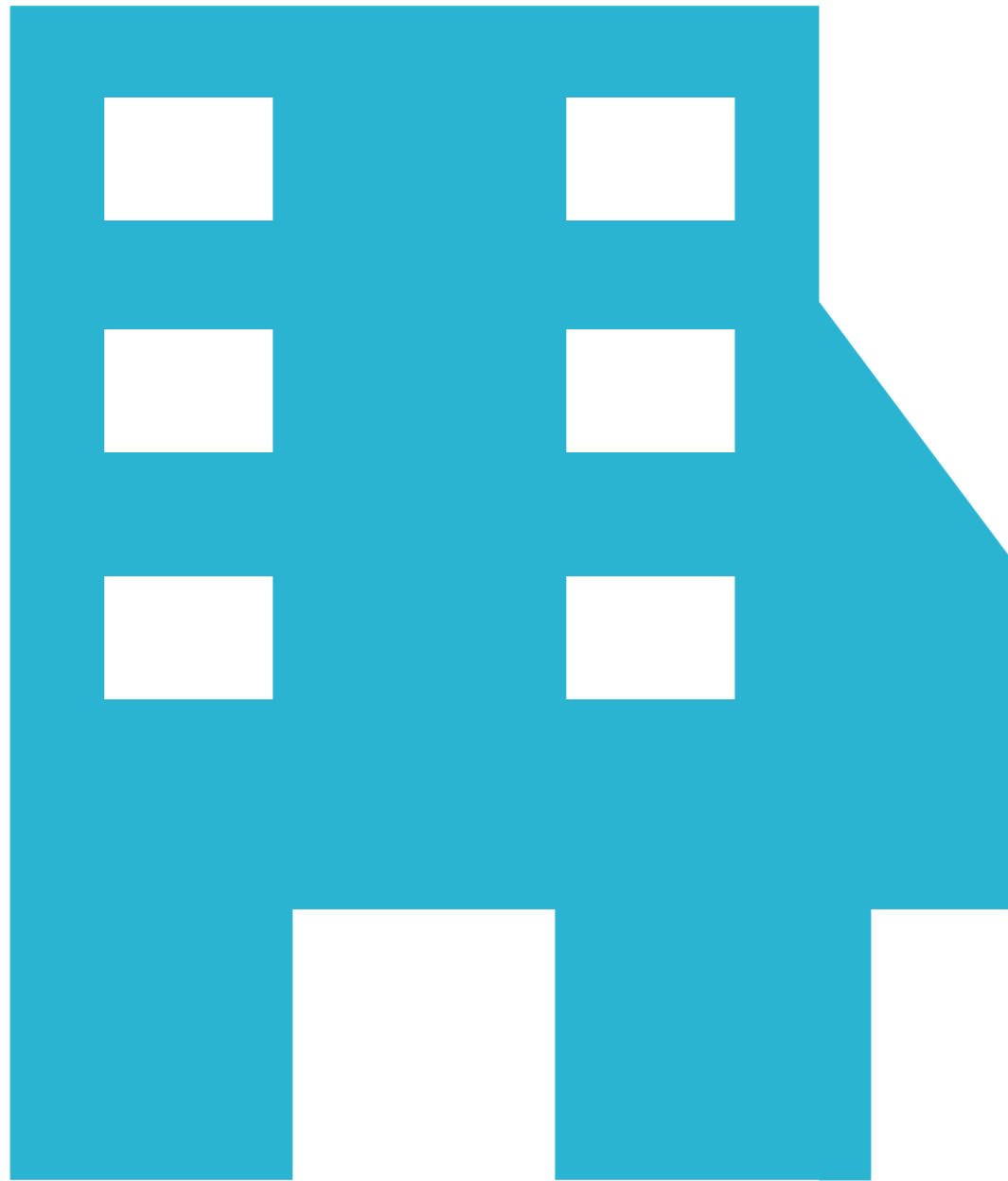
The College is striving to attract, develop and retain the very best people by offering a motivating and inclusive workplace in which talent is truly recognised.

We want you to know that HoW is an equal opportunity employer as you are probably applying for or considering applying for a job with us if you are reading this. This College expects everyone to share its commitment to promoting and protecting children, young people, and vulnerable adults' welfare and equality of opportunity.

For us, this means that we always work to be as inclusive as possible in all areas of employment and that we will not allow any form of discrimination.



# Facilities:



## Facilities

Heart of Worcestershire College is the largest further education college in Worcestershire County; with campuses in Bromsgrove, Redditch, Worcester and Malvern. We understand that facilities are key to students' choice and strive to maintain a modern and welcoming environment across all our campuses. From art, photography and media studios and hair and beauty salons to fully-equipped automotive centres and construction workshops, we offer tools and provisions for hands-on learning that enhance student experience.

All employees are eligible for Office 365, which includes Word, Excel, PowerPoint and OneNote, plus additional classroom tools to support digital working.

We also offer free staff parking at Redditch and Bromsgrove campuses.



