

November 2017

Dear Enquirer

Thank you for your interest in the post of Study Support Tutor at Wilberforce College. Full details are attached.

Wilberforce College is an excellent place to work with both staff and students contributing towards a purposeful and supportive environment which values each individual.

Wilberforce College is extremely popular and gets excellent results. Year on year the College has grown and now has around 1350 16-18 year olds, and a small number of older students.

I hope that when you have read the details in this pack, and have perhaps visited our website at www.wilberforce.ac.uk, you will feel encouraged to apply.

The closing date for applications is **9.00 am on Monday 27th November 2017.**

I look forward to hearing from you.

Yours faithfully



David Cooper
Principal

How to apply

Thank you for enquiring about the post of Study Support Tutor at Wilberforce Sixth Form College. I hope the information in this pack encourages you to apply.

After reading through the details in the attached pack, please:

1. Complete an application form.
2. Write a letter of application. In the letter it would be useful if you could describe:
 - a. The duties and responsibilities you have had at work or during your studies
 - b. Why you feel that you are a suitable candidate for this post.
3. Complete the Safeguarding and Equal Opportunities forms.

Completed applications can be sent by:

- Post (or deliver) to:

The Personnel Department
Wilberforce Sixth Form College
Saltshouse Road
Hull
HU8 9HD
- Email to: personnel@wilberforce.ac.uk

You may send in a CV to support your application but you must still complete the application form in full.

The closing date for applications is at **9.00 am on Monday 27th November 2017.**

If you have any questions or queries, please contact the Personnel Department on 01482 711688 or personnel@wilberforce.ac.uk.

PLEASE NOTE

Due to the large number of applications we receive it is not possible to contact unsuccessful applicants prior to interviews being held. If we haven't contacted you within 28 days of the closing date you can assume that this time your application has been unsuccessful.

We are unable to give feedback to those applicants who have not been shortlisted.

Some General Information about Wilberforce Sixth Form College

Wilberforce Sixth Form College is one of two Sixth Form Colleges in Hull, and works in a close federal partnership with the three other Sixth Form Colleges around the Humber. Wilberforce College offers a wide range of courses to post-16 students. The College's main activity is day time provision for 16-18 year olds. Courses are run at all levels from foundation to advanced levels. Advanced level work (A Level and National Diploma) is around 70% of our provision. The College has an extensive vocational curriculum offer which allows progression from Levels One to Three.

The College occupies a pleasant campus on the eastern edge of the city. Although our primary focus is to serve students from secondary schools in the City of Hull our location means that we also attract students the surrounding Holderness towns and villages. The City of Hull and surrounding region is experiencing rapid and exciting change which has the potential to transform opportunities for young people. The Humber is becoming the UK centre for offshore wind farm technology, and incoming investment of £160m from Siemens alone is planned for Hull. The College has developed its curriculum to ensure that our students are able to take advantage of the opportunities that emerge. Hull is currently the UK City of Culture for 2017 and the College is currently at the forefront of a wide ranging programme of cultural events.

The College is constantly developing. For the last ten years there has been an extensive programme of building. New teaching accommodation has been provided for our Humanities, Film & Media, Social Sciences, Health & Caring, Music and PE departments. In addition to this we have completed major refurbishment to the existing buildings and facilities including the creation of Music Technology Suite, two Engineering workshops, a Hair and Beauty salon, and the refurbishment of the Science facilities to current industry specifications. There is much state of the art equipment, with particularly high levels of IT resources. The College works in close partnership with the University of Hull to ensure that students have clear and aspirational progression routes.



Image 1: Front of Wilberforce Sixth Form College

The College's student population is mixed. We take many students from areas of economic disadvantage, as well as some rural and affluent areas. The College is recognised for its success in serving the needs of the local community, a fundamental commitment of the governing body. Students have on average, a lower GCSE score than students in other Sixth Form Colleges. However, the College's academic

performance is testament to the potential of these students and what they are able to achieve with excellent teaching, great support and high quality resources.

Success is central to our aims. We have adopted a core values statement. It is our intention that by applying these values and behaviours the College will become outstanding in every area of work.

Core Values

- We conduct ourselves with integrity and respect for all.
- We make students' experience central.
- We value individuals and promote self-esteem.
- We work as a team.
- We encourage innovation, creativity and enjoyment.
- We aim for excellence in everything we do.

The College was inspected in May 2015 and judged as 'Good' in all categories. Inspectors commented that throughout the College there was a '...realistic vision to be outstanding, supported by strong values'. They noted the respect that students displayed towards staff and each other, and their pride in studying at the College. Inspectors also commented upon the high level of achievement of qualifications. This success has continued in 2017 with the College seeing its fourth year running of best results since the College opened with an Advanced Level pass rate of 99% and 70% high grades. Fifteen of the courses taught at Wilberforce were judged to be 'outstanding' and ten 'excellent' (ALPS), and the College achievement rate for advanced qualifications is 99.5%. The full report is available at www.ofsted.gov.uk.



Image 2: Students on A-Level Geography field work in Snowdonia

Wilberforce College is a friendly and sociable place. There is a strong ethos of support and tolerance. Students are helpful and good natured. Both staff and students enjoy being at College, and this is a key factor in the success that we achieve together.



Image 3: Students enjoying a break at the front of College

STUDENT SUPPORT SERVICES

The aim of Student Support Services is to raise the achievement of every student through the provision of high quality support and guidance.

Underpinning this aim is the commitment to the College's core values: "We conduct ourselves with integrity and respect for all"; "We strive for excellence in everything"; we emphasise that "Students' experience is central"; we work as a team in helping students to succeed.

The range of student support services is described below to illustrate the overall provision for students.

Student Support Services include:

- Study Support
- A progress mentor network
- A personal counselling service
- Liaison with the Student Council
- Student Services: A guidance and advice service for such issues as welfare, finance, transport and accommodation needs
- The promotion of the Equality & Diversity Policy and Race Equality Policy
- A structured Careers/F.E./H.E. programme for students

The breadth of the service and the varied nature of staff roles place an emphasis upon flexibility and the ability to work as part of a team to support all students with sensitivity and discretion.



Student Services

Student Services operate an open, accessible service to students providing pastoral and administrative support to students across a whole range of issues. These issues include student finance, examination queries, support for open and consultation evenings, maintenance of student records, transport queries and attendance.

Study Support

The team delivers support to students at all levels of study. Students can self-refer or be referred by teaching staff or student services. Support can be delivered on a one-to-one basis or through small group working in a classroom or study area. This help varies from supporting students with assignments and homework to study skills and organisation.



The Study Support team is complemented by part-time Curriculum Support Mentors from Hull University, who provide specialist subject expertise and support.

Our well equipped Study Centre is very popular with students and provides a quiet working area with computer access and subject resources. This area also houses the Study Support Tutor office.

Job Title:	Study Support Tutor
Responsible to:	Study Support Manager
Salary/Hours:	Pt 20 £17,443 (actual £14,363) 35 hours term-time only

Responsibilities:

1. To provide literacy, numeracy, study skills and learning support for students with or without disabilities. This will be undertaken individually, in small groups and in class as required.
2. To develop Individual Support Plans for students receiving support and record progress in collaboration with teachers and progress tutors.
3. To ensure that students attend and engage with study support and to follow up on any absences.
4. To liaise with subject teachers and Heads of Department to ensure that subject specific support is differentiated to students' needs.
5. To contribute to a bank of resources that support students with their studies.
6. To promote a positive and welcoming environment in the Study Centre and in other areas of college used for study support.
7. To maintain accurate and detailed electronic records to record the support provided and any recommendations for further intervention.
8. To contribute to a summer school for students identified by partner schools as needing supported progression opportunities.
9. To provide support to students with special arrangements for examinations, in liaison with the examinations officer.
10. To undertake staff development and work with the Study Support Manager to develop specific expertise or special interests that enhance the learning support provided to students.
11. To make a commitment to equality, diversity and safeguarding and promoting the welfare of children and young people.
12. Perform other duties that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Good general education to Level 3 • Literacy/Numeracy qualification (at least Level 2) • Good IT skills 	<ul style="list-style-type: none"> • Educated to Degree level or equivalent
Experience	<ul style="list-style-type: none"> • Ability to deliver literacy, numeracy and study skills to students of all abilities • Recent experience of working with students at secondary/post 16 level • An understanding of the support needs of students with learning difficulties • A commitment to equality, diversity and safeguarding 	<ul style="list-style-type: none"> • Experience of supporting students with specific/other learning difficulties / EAL • Experience of delivering support in a school/college setting • Ability to produce resources to support student learning
Personal Qualities and Abilities	<ul style="list-style-type: none"> • Ability to maintain accurate and detailed student support records • Ability to work flexibly as part of a team and independently • Interest and empathy with the aspirations and culture of 16-19 year olds • Ability to engage and motivate students • Excellent planning and organisational skills • Ability to engage and motivate students • Ability to adapt quickly to new situations • Sensitivity to students' needs • Enthusiasm and commitment to personal and professional development in Study Support 	<ul style="list-style-type: none"> • Experience of planning/organising effective support for students