

July 2018

ASPIRE CO-ORDINATOR

(Part time, 0.22 FTE (5.5 hours per week), plus additional allowance of £1,454)

Dear Applicant

We wish to recruit for the position of **Aspire Co-ordinator**.

This information pack contains:

- Background to the post
- A job description – duties and responsibilities
- A person/post specification
- Information on terms and conditions including salary
- Information on how to apply

Application deadline

The deadline for receipt of applications and references to Human Resources is 20 July 2018.

For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.

Interviews

The interview date will be notified to successful applicants in due course.

Thank you

Human Resources

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Job Description

About the College

Worthing College is a popular college with over 1450 students. Our recent Ofsted inspection judged us to be 'Good' in every respect. Our mission is to inspire, build confidence and prepare our students to live the life they want to live and is underpinned by our strong desire to become outstanding in the near future. Above all Worthing College is a very friendly place with a strong sense of purpose, where teaching, learning and student success are second to none

Background to the post

The College wishes to ensure a high quality advice and guidance service to students to support their progression to institutions of higher education. The post holder will be responsible for organising a programme of opportunities for our most academically able students to strengthen their applications to competitive universities. They will also be responsible for providing support to early UCAS applicants applying to Oxbridge, dentistry, medicine and veterinary science.

Job Description

Title of post:	ASPIRE CO-ORDINATOR
Reporting to:	ASSISTANT PRINCIPAL FOR GUIDANCE
Responsible for:	DELIVERY OF ASPIRE PROGRAMME
Salary range:	£22,341 to £38,131 based on the Sixth Form Colleges' spine points 1 to 6 including Professional Standards Payment awards where applicable. The post attracts an additional allowance of £1,454 per annum.
Other Information:	The post is permanent, part-time, with 2 hours of teaching per week.

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Duties and Responsibilities:

The duties and responsibilities of the post include the following:

1. RELATIONSHIPS

The Postholder

- 1.1 is responsible to the Assistant Principal for Guidance.
- 1.2 will make and maintain productive, professional relationships with all members of the College, colleagues from partner schools and other outside agencies, as relevant to the post.

2. PURPOSE OF JOB

- 2.1 To increase the progression rates of Worthing College students to competitive universities, including Oxbridge, medicine, dentistry and veterinary science.
- 2.2 To organise a programme of opportunities and support which will provide stretch and challenge to our most able students and will strengthen their applications to competitive universities.
- 2.3 To provide a range of support to early UCAS applicants applying to Oxbridge, dentistry, medicine and veterinary science.
- 2.4 To deliver the Competitive University Preparation course to a cohort of year 12 students who are most highly achieving at GCSE

3. KEY TASKS

- 3.1 To participate in the marketing of and recruitment of students to the Aspire Programme, in liaison with the Admissions and Marketing team, including delivery of the annual Aspire evening for year 11 students and their parents / carers.
- 3.2 To plan and deliver the annual Aspire calendar of events and opportunities to support students applying to competitive universities, including arrangements for visiting speakers and external visits.
- 3.3 To deliver the Competitive University Preparation Programme (CUPP) to a cohort of year 12 students who are most highly achieving at GCSE. This consists of two hours a week delivery throughout year 12. It begins with a skills preparation programme in the Autumn Term followed by supervision of Extended Projects in the Spring and Summer Terms. The contact time for

delivering this course is not included in the remission for the role but will form part of your ordinary teaching commitments.

- 3.4 To coordinate preparation for competitive entry universities and courses, including
- Delivery of a weekly tutorial programme in the summer and autumn terms for early applicants to Oxbridge, medicine, dentistry and veterinary science.
 - Arrangements for trips to Oxford and Cambridge Open Days and conferences.
 - Individual support for early UCAS applicants to Oxbridge, medicine, dentistry and veterinary science, including feedback on UCAS applications and personal statements.
 - Entry and preparation for admissions tests such as BMAT and LNAT.
 - Practice interviews for early UCAS applicants.
- 3.5 To act as UCAS Adviser for a cohort of approximately 10 Early Applicants in September / October. The UCAS deadline for Early Applications to Oxbridge, medicine, dentistry and veterinary science is 15 October.
- 3.6 To research and promote opportunities for university summer schools, Nuffield Science placements, shadowing schemes, awards and scholarships.
- 3.7 To assist with careers and progression events as part of the college's progression programme.
- 3.8 To take part in the briefing and training of staff with regard to entry criteria for competitive courses and issues relating to progression to university.
- 3.9 To provide annual data reports summarising outcomes of applications and final destinations of university applicants.
- 3.10 To take responsibility for your own professional development, keep up to date with developments in competitive university admissions and participate in the College's staff appraisal systems
- 3.11 Any other task reasonably delegated by the Principal.

Please refer to the Sixth Form Colleges Teaching Staff Terms and Conditions of Service Handbook for a complete list of professional duties for Teachers.

4. SAFEGUARDING AND PROMOTING THE WELFARE OF STUDENTS AND VULNERABLE ADULTS

To take responsibility for safeguarding and promoting the welfare of all students that you come into contact with.

NB This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties and responsibilities in keeping with the nature of the post.

The college is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

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Further details are as follows:

Method of assessment

A = Application I = Interview T = Task HR = HR records R = Reference

PERSON SPECIFICATION CRITERIA		
QUALIFICATIONS		
Education to degree level.	Essential	HR
Qualified teacher status.	Essential	HR
Higher degree/professional qualification relevant to an education provider.	Desirable	HR
KNOWLEDGE		
Thorough knowledge of the UCAS process and university applications system, or willingness to quickly learn.	Essential	A, I, R
EXPERIENCE OF:		
Supporting students through the higher education process including writing detailed references and conducting penetrating interviews.	Desirable	A, I, R
Coordinating complex events and processes, liaising with a range of organisations and ensuring that all relevant parties are kept well-informed.	Desirable	AIR
Devising or developing successful quality improvement strategies to achieve improvements.	Desirable	A, I, R
SKILLS AND ABILITIES TO:		
Forge effective relationships with students and staff to increase student participation in opportunities.	Essential	A, I, R
Think creatively to enable the College to achieve its mission and vision and become outstanding.	Essential	A, I, T
Communicate effectively (written, listening and oral) and present effectively to large and small groups.	Essential	A, I, R

PERSON SPECIFICATION CRITERIA

COMMITMENT TO A COMMON SET OF VALUES:		
The College's mission and vision and the goal of becoming outstanding.	Essential	A, I, R
The role of 14-19 education in developing and improving people's lives.	Essential	A, I
Determination to promote equality of opportunity throughout all aspect of College life, including tutorial delivery.	Essential	A, I, R
Ensuring a culture of rigour and discipline throughout the area.	Essential	A, I, R
Ensuring a healthy and safe environment.	Essential	A, I, R
Continuous personal and professional development.	Essential	A, I, R
Continuous personal and institutional development.	Essential	A, I, R
High professional and personal standards of work and of conduct.	Essential	A, I, R

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Key terms and conditions - summary

1. Contract

The successful candidate will be offered a part time 0.22 FTE contract of employment with the Corporation of Worthing College from **30 August 2018**.

This is a permanent post.

This post will be task managed by the **Assistant Principal for Guidance**.

2. Salary

This post will be paid on a range between points 1 to 6 including Professional Standards Payment awards, where applicable. This is currently **£22,341 to £38,131** per annum full time equivalent, on the College pay spine. The post holder will have the opportunity to move up the quoted range subject to performance using the college appraisal system.

This post will also attract an additional allowance of £1,454 per annum.

3. Remission

Not applicable.

4. Pension Entitlement

You will automatically join the Teachers' Pension Scheme. If you do not wish to join you must opt out of the scheme.

5. Notice Period

Standard teacher contract terms will apply. For these purposes, the Summer term ends on 31 August, the Autumn term ends on 31 December, the Spring term ends on 30 April.

6. Other terms and conditions

Standard teacher contract terms will apply.

7. Annual Holiday Entitlement

This is a term time only post. Term dates are published annually in advance.

8. Pre-employment Checks

This appointment is subject to satisfactory references, enhanced DBS and health checks and presentation of original qualification certificates. We will always obtain references prior to interview.

9. Probation

A six month probationary period will apply to this post.

10. Disclosure & Barring Services check

The post is subject to an enhanced DBS check. Worthing College aims to promote equality of opportunity for all with the right mix of talents, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

However, various kinds of employment, occupations and professionals are exempted under the Rehabilitation of Offenders Act 1974. Exempted occupations include work that brings the person into contact with vulnerable groups such as young people under the age of 18 and vulnerable adults. You must therefore indicate any spent or unspent convictions on your application and, as part of the interview process you are required to say whether or not you have a pending prosecution or have ever been convicted or bound-over at a court or cautioned by the police for any offence.

Your DBS check will be processed by the college on acceptance from you of an offer of employment. You will be required to pay the full cost of your DBS check (currently £44). The cost of the check (£44) will be deducted from your first full month's salary payment unless it has already been paid by cash or cheque. You will be required to register with the DBS within 14 days of the certificate being issued (the registration fee is currently £13). Full details of this process will be provided on offer of employment. We pass this fee on, in full, to the DBS.

11. Qualifications

Candidates will be required to bring to interview evidence of any qualifications declared on their application in the form of original certificates, together with proof of identity.

12. Data Protection Act 2018

Worthing College collects information about applicants and staff for administrative, academic and health and safety reasons. Because of the Data Protection Act 2018, we need your consent and since we cannot operate effectively without processing information about you, we will need you to give your consent to process your application.

If you do not give your consent, we will be unable to offer you a post and may withdraw any offer already made.

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How to apply

INTERNAL CANDIDATES ONLY

Please complete a personal statement indicating how well your experience, skills, abilities, knowledge and values meet the criteria of the person / post specification. Please address each of these clearly in your application. Please ensure this statement is no more than two sides of A4 paper.

Disability

If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the college. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.

References

All internal applicants for vacancies must ensure they provide a reference from their line manager. Please use the pro forma on the staff intranet (Sharepoint) under '*document libraries/human resources/current vacancies*'. Your line manager must complete the form and it must be received by Human Resources by the deadline shown below.

Your personal statement and reference must be sent to Human Resources and received no later than 20 July 2018.

Interview dates will be notified to successful applicants in due course.

For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.

Human Resources
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EXTERNAL CANDIDATES

COMPLETING YOUR APPLICATION FORM

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae) as we will not consider it.** It is vital that you fill in the form as fully and accurately as possible. We will pay particular attention to how well your experience and skills fit the criteria of the Person Specification. You should, therefore, make clear how you match these criteria.

Please complete the on-line application form via the link on the jobs page on our website (www.worthing.ac.uk), wherever possible.

Alternatively you may download the form in Microsoft Word or request a hard copy from the Human Resources Team. Please use black ink, as other colours do not photocopy well and make sure that what you write is clear and legible. If you need more space in any section of the application form, use extra sheets of paper and put your name at the top of each sheet.

INFORMATION FOR AGENCIES

It is our policy to recruit candidates directly from advertisement through our college website and the press, to ensure equality of opportunity.

We will not accept applications via recruitment agencies.

EQUAL OPPORTUNITIES MONITORING

The college is working to improve its equal opportunities provision. You are asked to complete these sections of the application form (although you are not obliged to do so) which asks for details of gender, age, disability and ethnic origin. It helps us to monitor our progress on achieving equal opportunities and helps us to identify any gaps or inconsistencies so that we can correct them. This information is not seen by shortlisting or interview panels.

Disability

If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the college. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.

WHERE TO SEND YOUR APPLICATION

It is your responsibility to ensure your application reaches the college by **20 July 2018**. Applications received after this date will not be considered. If you are posting your application please address it for the attention of the Human Resources Team, Worthing College, 1 Sanditon Way, Worthing, West Sussex, BN14 9FD.

(Tel: 01903 275755 Ext 423/424 /422) Email: humanresources@worthing.ac.uk).

What Next?

If you are shortlisted for interview we will normally contact you by telephone and send you written confirmation. Interview dates will be notified to successful applicants shortly after the application deadline.

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For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.

If you are not shortlisted for interview, we regret that due to the rising cost of recruitment and our efforts to prioritise funds towards education, it is not possible to write to unsuccessful applicants. If you have not received a reply within 5 weeks of the published closing date you should assume that you have been unsuccessful in your application. We hope this will not deter you from applying for subsequent posts which may be of interest. Please also note, the college is unable to provide interview feedback to unsuccessful candidates.

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