**Recruitment Pack**

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**Principal –** **Chris Bradford**

Bilborough College Sixth Form

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## MISSION STATEMENT

Bilborough College is a unique, independent, specialist sixth form college offering academic routes from school into university and employment.

We provide each individual student with the best opportunity to achieve their full potential, reach ambitious goals and maximise their life chances as effective global citizens.

Thank you for your interest in joining the staff team at Bilborough College.

We feel very fortunate to have the opportunity to work with so many able and enthusiastic young people who make a commitment to learning when they decide to come here at 16. Our challenge is to respond to them by meeting their needs, raising their aspirations and helping each one to achieve their full potential. Although we’re delighted to have a modern, attractive building with state-of-the-art facilities, we know that it’s the quality and commitment of our staff and their relationship with students that makes the real difference and will help us to build and maintain excellence for the future.

We are a dedicated Sixth Form College and our students have the right to expect that we will help them to maximise their potential. Therefore the college’s most important set of performance indicators are based on its students’ examination results and their destinations. Students’ performance, the progress that they make while they are with us and their progression routes are key priorities for us all.

However, there is a lot more than that contributing to Bilborough College’s strong reputation and its popularity. Alongside good and outstanding teaching, the experience of being a student here involves a wide range of enrichment opportunities, including sport, foreign exchange visits to five European countries, direct involvement in running and managing College events and many, many more. We believe that all of this – underpinned by strong support services, positive and productive staff student relationships and a sense of community – provides an environment where students are able to develop as individuals, personally and academically, in line with their particular talents and abilities.

Every member of staff, whatever their role, has a vital part to play in creating that environment by putting our values into practice. As a learning organisation we also have to ensure that all our staff are provided with regular professional development opportunities to enhance their abilities and to support their career progression and it’s vital that those opportunities are grasped and exploited to the full.

I hope once you’ve read through the details that you decide you’d like to play a part in ensuring our students’ future success and that of the College. If you are then invited in to see us I very much look forward to meeting you.

Best wishes

**Chris Bradford**

**Principal**

**College Mission**

Bilborough College is a unique, independent, specialist sixth form college offering academic routes from school into university, further training or employment. We provide each individual student with the best opportunity to achieve their full potential, reach ambitious goals and maximise their life chances as an effective global citizen.

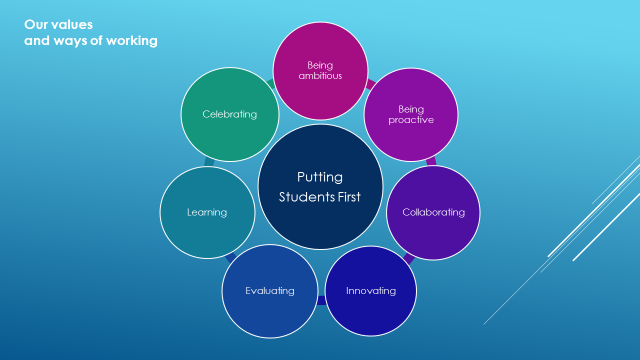
**College Aims**

* Aim 1: Confident, enquiring, ambitious and independent learners
* Aim 2: High rates of progression into higher education, top quality jobs, high level apprenticeships and further training
* Aim 3: Outstanding progress and outcomes for students
* Aim 4: Consistently excellent learning, teaching and support
* Aim 5: A dynamic and relevant curriculum
* Aim 6: An inspirational, professional and diverse team of staff
* Aim 7: Attractive accommodation and resources which support the learning process well
* Aim 8: A sound financial base
* Aim 9: An excellent reputation which accurately reflects these strengths

In order to work towards achievement of these aims the college engages in an annual cycle of self-assessment and quality improvement planning and implementation

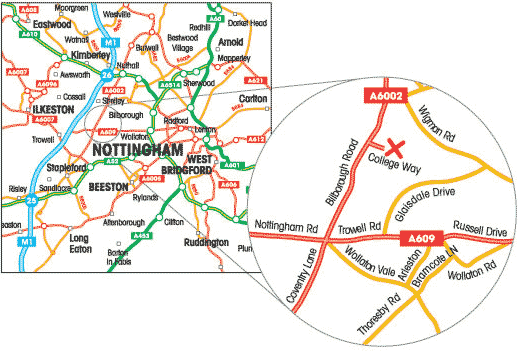
**College Values and Ways of Working**

These inform the way we work – staff, leaders and governors – to achieve our aims. We encourage our students to adopt the same approach.

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**Location**

Bilborough College is a Sixth Form College situated on a large campus adjacent to a new 11-18 Academy with which there are very productive partnership links. The College is located on the North-West boundary of Nottingham, three miles from the City centre, one mile from the M1 and close to the Derbyshire border. The college has bus links throughout Nottinghamshire and parts of Derbyshire.



**College Accommodation**

## A purpose built College, incorporating a Sports centre, was opened for students in September 2005 at a cost of £21 million. The College campus includes an open air amphitheatre and external sports facilities comprising a full sized football pitch, training grids, five-a-side football and tennis courts. The four-storey main building houses state of the art classrooms and IT facilities, specialist art and photography suites, a theatre and performing arts rehearsal area, student refectory and large learning resource centre. The building is helping the College to achieve even greater success and fully reflects the College’s commitment to a high performing, long-term future.

**History**

The College opened in 1957 as a County Grammar School and became a Sixth Form College as part of a comprehensive re-organisation in 1975. It became an independent Corporation in 1993 as part of the sector-wide reorganisation of further education. The College is governed by a Corporation Board of 18 members drawn from business, the local community, parents, staff and students. The College recruits from a wide area that includes the City of Nottingham, the County of Nottinghamshire and South East Derbyshire. Students are recruited from a wide range of schools, over 100 in total, over this wide geographical area.

**Provision and Reputation**

The College offers courses leading to AS and A Levels in a wide variety of subjects as well as a range of BTEC Diplomas at Level 3. It has built up a strong local and regional reputation over many years and now has around 1900 students. The College is actively implementing strategies to improve further the quality of the service it provides to make sure that all students have the very best opportunity to achieve to their full potential.

**Enrichment**

As well as academic study the college provides a full enrichment programme involving sport, the arts and International exchanges through partnerships with colleges in France, Germany, Sweden, Spain and Poland as well as a host of student-led activities.

**Quality**

Our mission requires that every student who joins the college benefits from the same high quality learning experience leading to outstanding outcomes and exciting progression pathways. Our aim is to deliver excellence for all and the college has many good and outstanding courses.

In September 2016 Ofsted judged the College as being “good” and said that teaching was “highly effective” and that much is done to ensure students make good progress and achieve their qualifications.

We were pleased that Ofsted found the college to be a welcoming, safe and tolerant environment for students to learn and that all of them benefit from well-designed programmes of study, work experience and work-related learning. They praised all members of the college community for creating a "culture of collective endeavour that supports the progress of students." The inspectors commented favourably on the strong advice, guidance and support provided to our students and that fact that large proportions of them progress to a range of high quality destinations. It was good to hear them confirm our own opinions about our students’ good attendance and strong motivation to learn.

We were delighted with the outcome of the inspection following the hard work of all of the staff here at Bilborough but our next priority is to keep up the hard work and push to be an Outstanding College.

Anyone joining the college will need to commit to the challenge of helping make us consistently outstanding. They can be confident that they will be well supported as part of a team of leaders, teachers and support staff who are working hard, supported by a committed team of governors, to bring this about.

**Staff**

The College staffing comprises around 120 teachers and 70 support staff. The senior management team consists of the Principal, The Assistant Principal, a Director of Curriculum, Quality and Systems, a Director of Teaching, Learning & Assessment and 3 Service Directors. The Curriculum Management Team consists of 8 Heads of Department, a Head of Student Services, a Head of Bilborough Extra and a Head of BTEC.

**About Working at Bilborough**

**Recruitment & Selection Policy & Procedure**

Bilborough College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The College will seek to observe best practice in the recruitment and selection of staff, and to work within a framework which offers equality of opportunity to all.

Recruitment Checks

The procedure requires a formal application form (including statements relating to any criminal records and a confidential form for equal opportunities monitoring and identification of special arrangements for candidates with disabilities), formal interview, checking previous employment history and exploring any gaps, obtaining references, and for successful candidates, further verification of qualifications, identify and right to work in the UK check, medical check, ISA Children’s List and DBS check (including oversees ‘Certificate of Good Conduct’, as appropriate).

Recruitment of Ex-Offenders

Bilborough College complies fully with the DBS Code of Practice and undertakes to treat all applicants for all posts fairly. The company will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed. The College welcomes applications from a wide range of candidates, including those with criminal records.

We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.

Disclosure of a criminal offence need not necessarily debar you from appointment. This will depend on the nature of the position and the circumstances and background of the offences. However, should you fail to disclose a criminal conviction prior to appointment this could result in your dismissal or other disciplinary action being taken against you.

All information will be treated in the strictest confidence.

The Application

The application form can be made available in other appropriate formats if requested. On-line applications can be made through the College’s website ([www.bilborough.ac.uk](http://www.bilborough.ac.uk)).

Incomplete applications, or any anomalies or discrepancies, may affect an applicants success at any stage during the recruitment and selection process.

Providing false information relating to Criminal Convictions is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected and possible referral to the police.

CV’s will not be accepted due to the difficulty of removing personal details which would identify the applicant; if a CV is received it will be removed from the application prior to shortlisting.

**Equality, Diversity & Inclusion**

Bilborough College is committed to the promotion of Equality & Diversity, encompassing gender, race, ethnic origin, nationality, religion or belief, disability, sexual orientation, marital status and age. This is reflected in the College’s Equality, Diversity & Inclusion Policy.

**Health and Safety**

The College policy is to provide a safe and healthy environment for staff, students and visitors. The College will ensure that systems are in place, allowing us to maintain, monitor and where necessary, improve safety performance. Communication and consultation will be inherent to this process. The College expects all employees to exceed their minimum legal duties, including cooperating on safety matters and taking care of their own safety and that of others, who may be affected by their actions. Any information, instruction, training or supervision necessary to meet these commitments will be provided.

**Staff Development**

Training and development of all employees is crucial to the successful, high quality delivery, of the College services. It should enable the College to meet its strategic aims, through development activities which are relevant to business needs and which facilitate a positive workplace culture. We have an annual INSET programme designed around the needs of the College and its staff.

**Salary**

The College operates the Sixth Form College’s Teachers and Support Staff Pay Spines. These are negotiated nationally and considered and approved as appropriate locally, by Bilborough Corporation. The College also has a number of hourly rates which are additional to the two main pay spines. Staff who have been in post for over six months and are not on a spot point or the top of their spinal column band will be eligible for a spine point increment or 1 August (for Support Staff). Teachers who meet the new teaching standards as evidenced by acceptable appraisal outcomes will be entitled to pay progression from 1st September.

The normal starting salary for support staff will be the first spine point of the grade. For Teaching Staff, there is a points assessment based on years experience and qualifications. There is discretion to recognise relevant ‘additional’ experience outside teaching (eg industrial, voluntary and raising a family).

The Teachers Pay Spine is split into 2 sections, the main grade and the Management Range. Teachers with School Threshold certificates will be matched to the appropriate equivalent point on the Teachers Pay Spine.

**Pensions**

Teaching staff are eligible to join the Teachers Pension Scheme and Support Staff the Local Government Pension Scheme. Both are contributable schemes and are heavily subsidised by the employer. Both schemes are considered to be a valuable part of the pay and reward package. Further details of the schemes can be found at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) and [www.lgps2014.org](http://www.lgps2014.org) (Local Government Pension Scheme).

**Holidays**

Holiday entitlement increases with service for Support Staff, starting with 22 days (25 for Grade SO1 or above), plus 5 closure days and 8 statutory holidays. For Support Staff working term time only, the holidays are worked into the annual salary (calculation available on request). Staff working term time only are not eligible to take holidays during term time.

**Family Friendly & Work-Life Balance Policies**

The College has a positive attitude towards family friendly and work life balance. Policies and procedures are in place, which are supportive in considering and meeting staff needs.

**Other Benefits**

Bilborough Sports Centre, situated on the same site, offers discounted gym membership to Bilborough College Staff.

The College operates a Childcare Voucher Scheme, through Edenred. The Vouchers, deducted through your salary, offer tax free childcare.

**Car Parking**

Since April 2012 Nottingham City Council introduced the workplace parking levy (WPL). Due to the financial impact of the WPL the college has had to consider strategies for recovering this cost. Regrettably, this includes making a charge to those staff who use the car park. More details will be available on request.

There are secure shelters for bicycles and motorbikes as well as changing and shower facilities. Drying cabinets are provided for anyone who needs to dry outdoor clothing due to adverse weather conditions, ready for the home journey.