



RECRUITMENT PACK

Support Staff



Bolton Sixth Form College  Tel: 01204 846215  Email: enquiries@bolton-sfc.ac.uk

A message from the Principal

Thank you for expressing an interest in applying for a position at Bolton Sixth Form College.

Bolton Sixth Form College was formed on 1 August 1998 following the merger of North Bolton Sixth Form College and South College, Bolton. The College has occupied its current Town Centre location since September 2010 and this new purpose built campus accommodates around 1500 students. The curriculum is predominantly Level 3 provision of A Levels and Vocational A Level programmes, with around 95% of students studying at advanced level. Over 40 subjects are offered at A Level plus a range of Vocational Diplomas.

The College explicitly aims to place the students firmly at the centre of its activities and applications are invited from individuals who wish to contribute to this aim. The College values the distinctiveness of Sixth Form Colleges and will strive to maintain the high quality of provision which is associated with Sixth Form Colleges nationally and which makes them popular with students and parents.

Bolton Sixth Form College is a multi-racial College (50% of its student body is made up of students from ethnic minority backgrounds) and equality of opportunity is central to the College ethos and culture. The College also recruits large numbers of students who are socio-economically disadvantaged. The College is very proud of the fact that it makes a real difference to the lives of the students, offering opportunities raising ambitions and aspirations and producing many first generation university students. Each year around 75% of our student's progress to university and this commitment to a truly comprehensive ideal characterises the College.

The College is very well resourced with excellent equipment and materials and the latest Information Learning Technology. As the staff are our greatest asset, staff development is considered a very high priority. It is part of the College's Excellence Strategy to continue to achieve the highest standards in all aspects of College life.

If you wish to be part of a College where everyone is encouraged and expected to reach their full potential then I look forward to receiving your application.

Stuart Merrills
Principal

Applying for jobs with Bolton Sixth Form College

All applications must be made on the College's application form – CVs will not be considered. These guidance notes have been prepared to help you in your application. Please read them before completing your application.

You must submit your completed application form by the closing date / time for the post, as any applications received after the closing date / time may not be considered.

JOB DESCRIPTION – The Job Description and Person Specification describe the duties / responsibilities of the job and the qualifications, skills, knowledge, and experience required to do the job and you are advised to read both documents along with any other information provided before completing the application form.

REFERENCES – In order to support the selection decision, two references are sought for shortlisted applicants. You are, therefore, asked to provide the names and addresses of two referees, one of whom must be your present or most recent employer. (Please provide company contact address only). If you have never worked you should identify two referees who are able to tell us about your skills, knowledge and abilities, e.g. Head Teacher or Voluntary Work Organiser. If you are successful in being shortlisted then your referees will be contacted prior to interview.

EQUAL OPPORTUNITIES – Please complete the monitoring sheet and return it with your application to allow us to monitor the effectiveness of our policy. Reasonable adjustments will be made to the selection process for shortlisted candidates notifying the college of their needs arising from a disability.

HEALTH – If you are successful in your application, you will be required to complete a pre-employment medical questionnaire. This will be submitted to the College's Occupational Health providers who will then advise whether or not a medical examination is necessary. Please note that we ask referees about absences through illness.

SENDING THE FORM – Would you please ensure that your completed application form is returned with the **correct postage**. No responsibility can be accepted for non-receipt of applications due to insufficient postage. Please send your form to the address specified below by the closing date on the advertisement or you can email your application to us at personnel@bolton-sfc.ac.uk

IF YOU ARE SHORTLISTED you will be contacted by letter or telephone inviting you for an interview. It is **not** our policy to acknowledge applications or to contact candidates if they have not been shortlisted. No discourtesy is meant by this. You will appreciate that our resources are channelled into student care as much as possible.

ASSESSMENT METHODS – As part of the selection process, the College may choose to use assessment exercises as well as interviewing candidates. The exercises will be relevant and appropriate to the post in question and all short listed candidates for each post will undertake the same assessments. The purpose of using additional assessment methods is to obtain more information about the abilities of each candidate. They also offer candidates the opportunity to display their skills in a wider variety of ways than at an interview alone. The range of methods may include a micro-teach, work related presentations and computer skills testing.

OFFER OF EMPLOYMENT - Applicants should be aware that if they are successful in gaining employment with the College, the offer of employment will be subject to medical clearance, clearance from the Disclosure and Barring Service and references that must be to the satisfaction of the College. To meet the requirement of the Asylum and Immigration Act you must provide proof of the right to work in this country. Other conditions of employment may include requirements such as providing proof of qualifications. The offer letter will indicate what conditions apply and if appropriate any other arrangements.

SALARY AND CONDITIONS - The contract is as advised by the Sixth Form Colleges Employers' Forum and agreed with Trade Unions. Salary will be assessed, according to qualifications and experience, on the Sixth Form College Teachers' Salary Spine and Support Staff Salary Spine.

PLEASE SEND COMPLETED APPLICATION FORMS TO:

**The Personnel Department
Bolton Sixth Form College
Deane Road
Bolton, BL3 5BU**

CAR PARKING - If you are invited to interview please be advised that the College does not have on site car parking facilities at the Town Centre Campus. There is a NCP Car Park located within the immediate vicinity - Deane Road Car Park, BL3 5DX.

Charges are applicable as follows:

Up to 1 hour	£1.60
Up to 4 hours	£2.60

There are disabled parking bays on every level and a lift to all 5 floors.

Please note – Parking costs are not refunded from the College.

Other car parking facilities are available within the town centre area. Please go to www.carparkfinderapp.co.uk/car_parks_in_bolton for further details.



Background Information

1 Structure

The Support Staff at Bolton Sixth Form College cover both business and academic areas and collectively support the effective delivery of the curriculum with provision of excellent administration services to staff and students, the organisation and administration of student recruitment and admissions, bespoke pastoral support for each individual student, the efficient and sustainable business operation of the college through financial management and the management and maintenance of the building as well as other niche provision which contributes to the overall student experience and the effective and efficient operation of the College.

2 Working Day

Timetabled lessons start at 8.40am and finish between 4.00pm and 4.30pm dependent on the day, so the majority of support staff work their hours within this framework to be available at the same time as teaching staff and students, with the day usually starting at 8.30am and finishing at 4.30pm which is a working day of 7.25 hours.

As a Sixth Form College, there are many events throughout the college annual cycle including Open Evenings which are an opportunity to showcase the college and its' provision to prospective students and their parents and Parent's Evenings which are key focus points for the teaching staff to share student's progress with their parents. In addition to these events there are also a host of individual curriculum workshops / forums designed to engage Year 10 and 11 students in subject areas that may be new to them and to illustrate the content of the course they will study and the facilities available if they choose to come to Bolton Sixth Form College. All of these events are collaborative with a designated team / individual leading the organisation but with other members of the team supporting their smooth running and ensuring a positive experience for all our visitors. An element of flexibility is therefore required from all staff to make sure these events run smoothly and are well received by the target market.

The majority of the posts within the Support Staff Team are term time only and as such, holidays are taken during the designated holiday closure periods. These are mainly posts associated with the students and are not required when the student body is not present. However, there are a small number of posts that are year round and this is to ensure that the college continues to function efficiently and effectively during any student closure periods and allows for maintenance etc. to be undertaken without an increased risk to safety.

3 The Job

The College expects all its staff to act as role models for students and to represent the College in a professional manner. At a surface level, this applies to dress, appearance, tone and manner of communication and language and general professionalism in the workplace. On a more subjective level, it is about how the ethos and culture of the college is both maintained and perceived and how the staff embrace the diversity of working within a very multi-cultural environment, ensuring that equality is maintained and diversity recognised whilst not compromising on any of the outcomes or opportunities for all students.

The college actively supports personal development with many in-house opportunities on designated training days and staff are also encouraged to self-reflect on their individual performance through a college wide self-assessment programme which drives the annual College Self-Assessment Report looking at both achievements and quality improvement opportunities.

The core competencies required to effectively fulfil the role of a member of support staff at Bolton Sixth Form College are laid out below, however, we believe that the staff are our greatest asset and we aim to recruit individuals who not only meet the criteria with regards to technical ability but who have the passion and drive to embrace the culture of constant improvement / development and who truly put the student at the centre of everything.

Core Competencies

To perform the job successfully, an individual must demonstrate the following competencies:

Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyses information skillfully; Develops alternative solutions; Works well in team problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Implements action plan from training; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; Addresses problems directly with the individual involved.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates actively in meetings.

Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork – Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness – Works within approved budget; Develops and implements cost saving measures.

Diversity – Demonstrates knowledge of EO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organisational Support – Follows policies and procedures; Completes tasks correctly and on time; Support's organisation's goals and values.

Judgment – Displays willingness to make decisions in a timely manner; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.

Motivation – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organisation – Prioritises and plans work activities; Uses time efficiently; Plans for additional resources; Develops realistic action plans.

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety/Security – Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and material properly.

Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent changes, delays, or unexpected events.

Attendance/Punctuality – Consistently arrives to work on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability – Follows instructions; Responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Thank you for your interest in Bolton Sixth Form College and we look forward to hearing from you.