



Ashton Sixth Form College has an excellent reputation for academic success, an outstanding record of student support and a vibrant college environment. We are proud of our reputation and popularity and we are committed to ensuring that our students receive the very best teaching and support with their studies. Our college community includes over 200 dedicated staff who work hard to ensure that all students have the opportunity to learn, develop and achieve at college, a college community where each person is valued and can flourish. Having a College that puts staff and students first means that we are constantly adapting to meet their needs. For this reason we seek to employ a culture-rich workforce. We are a major provider of the highest quality academic and vocational education in Tameside and we currently have the following vacancies:

Fixed Term (6 months Initially) Work Placement Administrator

Full-time (36 hours per week) Term Time + 10 days

Grade 4 SSP 18-21 £16,804 - £17,976 per annum (actual salary £15,258 - £16,323)

An opportunity has arisen within the Work Placement team for a professional, self-motivated administrator with a strong focus on customer service and attention to detail. You will be required to organise and administer work placement activities throughout the College, including sourcing work placement opportunities, liaising with employers and effective and timely completion of related administration.

You will be able to work quickly and under pressure of deadlines, have experience using a range of IT packages and have excellent organisational skills. You will have strong communication and interpersonal skills and put the needs of the customer first. You will have a strong team approach and be flexible and responsive to the needs of the department and the college as a whole.

Closing date for receipt of applications: 9.00am Wednesday 28th June 2017

Interview date: Wednesday 5th July 2017

For further details and an application pack for this post please contact the HR Department at vacancies@asfc.ac.uk or telephone 0161 666 8237 (24-hour recruitment answer phone line). Alternatively please download an application pack from www.asfc.ac.uk

Ashton Sixth Form College is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

This College is an Equal Opportunities Employer.



ASHTON SIXTH FORM COLLEGE

APPLYING FOR A POST

Please read the following notes carefully; they are intended to guide you when making an application for a post at the College.

Completing the Application Form

All candidates are required to complete the application form, as information supplied in the same format makes selection far easier. Before filling in your application form, please read the job description and person specification carefully. These outline the key accountabilities to be performed, and the skills abilities and qualifications required of the post holder. You will need to demonstrate that you meet the requirements of the job description and person specification, (or at least have the potential to do so) in order to be considered for shortlist and interview. Curriculum Vitae may also be enclosed as additional information.

Ashton 6th Form College is an Equal Opportunities Employer and positive about people with disabilities. Guaranteed interviews will be offered to people with disabilities as defined under the Equality Act 2010 and who meet all the essential criteria of the Person Specification for the position applied for.

Child Protection

The College is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. We are entitled, under arrangements introduced for the protection of children, to check with the Disclosure and Barring Service (DBS) for the existence and content of any criminal records of the successful applicant. You will be required to undertake an Enhanced Disclosure via the DBS. As an organisation using the DBS to help assess the suitability of applicants for positions of trust, Ashton Sixth Form College complies fully with the DBS Code of Practice, a copy of which is available on request from the Human Resources Department. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Criminal Convictions – Rehabilitation of Offenders Act 1974

You are required to give details of all convictions including ‘spent’ convictions, other than minor traffic offences, to enable the Corporation to assess your suitability for employment. This is because your employment at Ashton Sixth Form College is of such as to enable you to have access to persons under the age of 18 in attendance at the College in the course of your normal duties. In these circumstances ‘spent’ convictions are to be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

The information you give will be treated in strict confidence and used only in consideration of this application. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed. Failure to declare a conviction will however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

We have a written policy on the recruitment of ex-offenders, a copy of which is available on request from the Human Resources Department.

References

Suitable referees are people who have had direct recent experience of your work and who are in responsible positions. Should you have had a recent break in your work history you may wish to nominate someone who has known you for a long time or perhaps been connected with any voluntary work you may have undertaken and is, therefore, in a position to comment on your suitability for the post you are applying for.

We cannot accept references from relatives or friends and may take additional references in respect of previous employers from those provided without notification to you where this involved working with children, young people or vulnerable adults.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements which demonstrate how your qualifications and experience match the criteria outlined in the job description and person specification. The details for the particular post will usually include specific guidance on points to be referred to in the statement, which should be concise. **Please note that if a Supporting Statement is not submitted, you may not be short-listed for interview.**

Arrangements for Interview

Short listing is usually completed within a week of the closing date for applications. When the shortlist has been agreed, invitations for interview are sent to the selected candidates. The interview will usually be held within four weeks of the closing date.

If you have not received an invitation to attend an interview within four weeks of the closing date, you may assume that your application has been unsuccessful.

Should the selection process incorporate a range of tests, full details will be included in the interview letter. Normal College practice is to contact referees following short listing for interview; if you do not wish your referees to be contacted at this stage this should be clearly indicated on your application form.

If you have a disability and require special adaptations or assistance, please contact Human Resources, who will take appropriate measures to accommodate these needs.

The Interview

References received on candidates are made available to the selection panel following interview. For more senior posts, a number of panels may be used and the candidate will normally be required to make a short presentation. Candidates for teaching posts will usually be asked to teach an observed lesson. The decision of the selection panel is normally announced within one day of the interview and you will be contacted as soon as possible. Candidates should be prepared to accept or refuse an offer.

Selection for Appointment

The successful candidate will be contacted as soon as possible. Written confirmation of our offer of appointment will be issued, and the successful candidate must return written confirmation of their intention to accept the post. Failure to confirm in writing will result in the offer of employment being withdrawn. All offers of employment are dependent upon

satisfactory completion of all the necessary pre-employment checks; two satisfactory references, an Enhanced Disclosure via the Disclosure and Barring Service, confirmation of the Right to Work in the UK and verification that a candidate to be employed as a Teacher is not subject to a prohibition order issued by the Secretary of State.

Medical

The successful candidate will be required to complete a health questionnaire, which should be returned to the College's Occupational Health Service in Manchester.

The final date for receiving applications will be specified in the job details.



ASHTON SIXTH FORM COLLEGE

GENERAL INFORMATION ABOUT THE COLLEGE

BACKGROUND INFORMATION

The College currently has 2100 16-18 students on a range of courses including AS and A Levels and vocational programmes at Level 2 and 3 and boasts some of the best results in the area. The College also caters for around 1000 part-time adult students per year on part-time courses and has an expanding Higher Education programme.

In 2011 it had an Ofsted inspection and was awarded 'Good' with several outstanding features. It has been recognised as being the Outstanding College of the Year for vocational provision in 2012 in the UK and A-Level pass rates are the highest they have ever been. In July 2012 it was awarded the Investors in People Gold award for its work with staff to create an enjoyable, stimulating and professional environment and it has re-accredited with the Investors in People Gold award in June 2015.

THE COLLEGE'S VISION, MISSION AND CORE VALUES

The College is committed to excellence and is keen to maintain its position as the only specialist 16-19 provider in the Borough, believing that the prospects for widening participation in Further Education and for promoting Lifelong Learning are improved by the additional choice and opportunities for students that the presence of Sixth Form College brings to local people.

The College has established over many years a strong tradition of successful provision of Advanced Level work, for both A/AS level and vocational courses. The College has, however, deliberately built up a wide range of courses in order to provide places for students of all abilities from its partner high schools and has taken a clear decision to preserve the comprehensive range of its provision.

With its forebear institutions, the College has an unbroken record of one hundred and thirty years of service to the educational needs of the local community and is determined to carry forward this purpose in the future.

Our Vision

- To be an outstanding college and pursue excellence.

Our Mission

- To inspire students, enrich lives and foster a love of learning
- To inspire staff to lead fulfilling professional lives

- To celebrate achievement and success
- To promote wellbeing and nurture a collaborative, college-wide community
- To make a positive contribution to the wider community
- To play a key role in educational developments

Our Core Values - our college will be characterised by

- A focus upon learners
- A determined and rigorous pursuit of excellence
- Respect, diversity and inclusivity
- Honesty and integrity
- Collaborative, constructive teamwork and a sense of community
- A caring, healthy and safe environment

THE COLLEGE TODAY

The College is housed in the buildings of the former Ashton Grammar School. The refurbishment and redevelopment work done in recent years has seen a complete overhaul of all areas of the College and it is now a welcoming working environment, with numerous new buildings and modern facilities. Just this summer (2015) the College has completed the 'food market' (social space for students), the 'learning commons' (area for independent learning) and installed a new wireless system throughout the College. A new project (£1.5M) providing facilities for art & design is scheduled to start in 2016, with a planned opening date of September 2017. The College is committed to sustainability and has a 20kw wind turbine, solar panels and a peace garden incorporating a rain water harvesting scheme. The College has managed and delivered all the projects, whilst maintaining a strong financial position and is currently graded as "outstanding" for financial health.

Since incorporation, there has also been significant curriculum diversification, not only in the 16-18 provision but also in the development of education and training opportunities for part-time adult students. The College is keen to maintain this dynamic aspect of its provision and continues to seek additional new areas of educational activity to serve its community whilst still being firmly committed to maintaining its essential character as a successful sixth form college. This success has been built on a reputation for the caring support and guidance for each individual, the provision of a wide range of quality courses to suit the differing needs of students and, of course, high levels of achievement and an excellent academic record. These characteristics remain central to the College's purpose and work.

THE COLLEGE CURRICULUM

The bulk of the College's provision comprises full-time Level 3 provision, almost entirely for 16-18 year olds. In addition to over 40 subjects offered at A and AS Level a number of Diploma and Extended Diploma programmes are available. Unlike many Sixth Form colleges, there is also significant adult provision ranging from Skills for Life to Higher Education programmes.

The College is committed to maintaining a dynamic and wide-ranging curriculum and works closely with its many partners in the community and beyond in order to achieve this objective.

Follow the link to view our provision:

<http://www.asfc.ac.uk/prospective-students/prospectus>

STUDENT SERVICES

Every full-time student is allocated a Senior Tutor who oversees their progress and well-being throughout the time they are in College. Our team of Senior Tutors are specialists in Academic and Pastoral guidance and have a clear remit with regards to student welfare and outcomes, achievement, retention, attendance and progression. A tutorial programme runs throughout the year, incorporating a variety of topics of use and relevance to students. In addition, students will see their Senior Tutor at weekly group tutorials and have a Progress Hour for one-to-one's. The work of the Senior Tutors is supported by two Senior Tutor Assistants who monitor attendance and progress rigorously to ensure that all students make good progress. The work of the Senior Tutors and senior Tutor Assistants is overseen by two Senior Tutor Managers who are responsible to the Assistant Principal, Student Services.

Additional Learning Support is available to all students to help their academic progress and to address specific learning difficulties. Careers Education and Guidance is also provided by College, through its own staff and through close working with the Positive Steps service. The College has its own Counsellor and Chaplain and also uses the services of external services as required. The College places high emphasis upon aspiration and has appointed a Raising Aspirations Officer to lead in this initiative. Exciting links have been formed with several universities, including Pembroke College, Oxford.

Increasingly, students need to produce individual course work and assignments of high quality for their courses. The College provides a number of Learning Centres where students can work on their own or in supervised study.

ADULT STUDENTS

The College's post 18 offer is targeted at increasing the number of adults with Maths and English qualifications and supporting adults yet to achieve at levels 2 or 3 to study for qualifications that will support them in their career aspirations or to re-enter the job market. The College works closely with a range of community partners on this agenda such as the Job Centre and Neighbourhood Partnerships. The College's HE offer is directly in response to the low numbers of Tameside residents with level 4 qualifications. The College works in partnership with Staffordshire University and Salford University to offer both full time and part time Foundation degrees, BA top up programmes and the College also offers a

PGCE for post 14 teaching. It has recently been successful in a Schools Direct bid to offer primary and secondary teacher training.

There is a core team of teaching and training staff, Marketing and Admission's staff and a number of sessional teaching staff who deliver the adult programmes and support the students. Adult students have access to all college facilities and support such as the LRC, Additional Learning Support and Careers whilst they are on programme.

GOVERNANCE AND MANAGEMENT

The College has a governing body of twenty members drawn from a wide range of skills and interests including students and parents. The task of governors is to determine the strategic directions of the College and ensure by their oversight that the College remains financially sound and is fulfilling its chosen purpose and objectives. The Corporation, as the governing body is called, meets quarterly and works through a number of specialist committees to transact the detailed aspects of its business.

The College is led by the Principal and a Senior Leadership Team. The Deputy Principal leads on Curriculum, Quality and Planning and an Assistant Principal is responsible for Student Services. Two Assistant Principals lead sections of the 16-18 provision and have cross college responsibilities in the areas of Learning and Achievement and Aspirations and Achievement. The Assistant Principal of HE, Skills and International and the Vice Principal of Finance and Resources are also members of the Senior Leadership Team. Heads of Subject and other 'Middle' Managers report to members of the Senior Leadership Team and meet regularly through a planned schedule of meetings.

ACCOUNTABILITY

The College is funded by the Government through the Education Funding Agency, the Skills Funding Agency (SFA) and the Higher Education Funding Agency as well as tuition fees for adult courses. Funding is dependent on student numbers and the types of course taken. The College works to a Financial Memorandum from EFA and SFA and has an annual funding agreement with the body, laying down the type and amount of work to be carried out, the terms of which must be met.

March 2016