



Ashton Sixth Form College has an excellent reputation for academic success, an outstanding record of student support and a vibrant college community. We are committed to ensuring that all our students receive an outstanding level of teaching and support with their studies. Ashton Sixth Form College is a great place to work. Students are at the heart of everything we do and over 200 teaching and support staff work hard to ensure that all students have the opportunity to learn, develop and achieve at the college. We are looking for dedicated and talented people to join us and help to support our aims.

The college is in the top 10% in the country for value added for both A level and vocational programmes and holds the highest Ofsted rating for post 16 in Tameside. The college has been recognised as one of the top ten Sixth Form Colleges in the north-west and is a major provider of quality academic and vocational post 16 education. We currently have the following vacancy:

Senior Tutor - Fixed Term, One Year

0.60 – 0.80 FTE, flexible (subject to August 2018 enrolments)

Sixth Form Colleges' Pay Grade NSP1 – NSP9 £23,396 - £38,748 per annum.

We are seeking to recruit a Senior Tutor who will be responsible for students, ensuring their high level of attendance and achievement of their absolute potential in areas of academic, personal, social development and progress.

Closing date for receipt of applications: 12.00pm, Wednesday 20th June 2018

Interviews are scheduled to be held on Tuesday 26th June 2018

To apply online, please visit our website at www.asfc.ac.uk. If you require any further assistance, please contact the Human Resources department on 0161 330 2330.

Due to the volume of applications for posts, it is not possible to respond to unsuccessful candidates at the shortlisting stage.

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. The 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.

June 2018



ASHTON SIXTH FORM COLLEGE GENERAL INFORMATION ABOUT THE COLLEGE

Background Information

Ashton Sixth Form College was formed in 1980 building on the successes of Ashton Grammar School and has an unbroken record of over 130 years of service to the educational needs of the local community and is determined to carry forward this purpose in the future. The College has an excellent local and regional reputation for excellence. The College is located on an attractive campus in Ashton-Under-Lyne, 7 miles to the east of the city of Manchester and within easy commute from most of the North-West region. The College has been providing the very highest quality of education in the area for over 40 years.

As Ashton Sixth Form College we are very proud of our students' achievements; we have a strong ethos of ambition and aspiration which runs through all aspects of college life. The educational philosophy of the college is based on the central tenet that the student is at the heart of everything we do. A successful and oversubscribed college with around 2100 16-18 year old students following study programmes which include A level and vocational programmes at both levels 2 and 3. The College is in the top 10% for both A level and vocational value added, and is ranked in the top ten Sixth Form Colleges in the North-West. The College was rated as Good by Ofsted in March 2016 and is the highest rated post 16 provider in Tameside. The College also offers Adult and Higher Education programmes for around 600 part time adult students following a variety of courses from level 1 (Entry) to level 7 (Post Graduate). The college also offers teacher training programmes for primary, secondary and post 16 education.

The College's Vision and Mission

The College is committed to excellence and to the young people of Tameside and the surrounding area. We are committed to strengthening opportunities for young people in the borough and support the promotion of lifelong learning for all. We are committed to raising the aspirations and supporting the ambitions of our students so they can make a positive contribution to their communities. We firmly believe in the benefits of a broad based sixth form education aimed at developing the whole person and not just qualification success.

The College has established a strong tradition of successful provision for both A level and vocational programmes. The curriculum offer has been carefully designed to meet the needs of students of all abilities and is comprehensive, offering over 35 different A level subjects and 10 vocational study areas.

Our Vision

Transforming lives through learning

Our Mission

- To engender a love of learning through an excellent standard of teaching and learning for all
- To lay the foundations for career success
- To promote well-being and inspire students and staff to lead fulfilling lives

The College Today

The College is housed on an attractive and well-designed campus, incorporating the buildings of the former Ashton Grammar School and a number of more recent, purpose-built buildings. The campus is modern and welcoming, and provides excellent facilities for teaching and learning. In the last three years, a new 'Food Market' (social and cafeteria space for students) and the 'Learning Commons' (an area for independent learning) have been built. All students and staff have access to a recently installed wireless network on campus. We plan to add to the estate, with an ambition to build a new Art and Design centre, Higher Education and Skills block and improve the Sports Hall facilities over the next few years. The college is committed to sustainability with solar panels and rain water harvesting schemes employed on the site. The college is stable financially with financial health rated as 'Good' by the ESFA.

The Curriculum

The majority of the College's curriculum comprises full time level 3 provision, almost entirely for 16-18 year olds. In addition to over 35 subjects offered at A level a number of Certificate, Diploma and Extended Diploma programmes are offered across 10 subjects areas. Students follow study programmes comprising of pure A level provision, mixed programmes of A level and vocational qualification or a purely vocational package. Unusually for a Sixth Form College, there is significant and growing adult and Higher Education provision ranging from entry level qualifications to post graduate degrees and teacher training.

The College is committed to maintaining a dynamic and wide ranging curriculum and works closely with partners in the local community and beyond to achieve this. Further information on our curriculum offer can be found on our web site at www.asfc.ac.uk.

Student Services

Every full-time student is allocated a Senior Tutor who oversees their progress and wellbeing 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 a Senior Tutor Assistant who monitors 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 three Senior Tutor Managers who are responsible to the Assistant Principal, Student Services.

Inclusive Learning Support is available to all students to help their academic progress and to address specific learning differences. Careers Education and Guidance is also provided by the 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 external services as required. The College places high emphasis upon aspiration and ambition with the Realising Aspirations Officer leading 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 Higher Education 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 Post Graduate Certificates in Education for primary, secondary and post 16 education phases.

There is a core team of teaching and training staff, Marketing and Admissions 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, Inclusive 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 and Skills and the Director of Finance, Estates and MIS 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 and Skills Funding Agency (ESFA) and the Higher Education Funding Agency (HEFCE) 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 ESFA 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.

Staff Well-being

The College is a vibrant and welcoming community with over 200 member of staff. We understand the importance of supporting the well- being of all staff employed at the college and have an established Well-being group to develop initiatives aimed at maintaining a healthy work / life balance. Staff sports event, well-being days and our staff enrichment day all contribute to this.

On behalf of the College, I would like to thank you for your interest in the advertised post. We look forward to hearing from you. Good luck with your application.

Warm regards

A handwritten signature in black ink, appearing to read 'Anton McGrath', with a stylized flourish at the end.

Anton McGrath

Principal

June 2018