

Application Pack

Recreation Assistant (Sessional)



Principal – Elly Tobin

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Dear Colleague,

I am delighted to provide an application pack for the role of Recreation Assistant (Sessional) at Joseph Chamberlain Sixth Form College. I hope you will find this information interesting and that it will help you in taking your application forward.

As the only Sixth Form College to have been awarded the Queen's Anniversary Prize for Further/Higher Education, we are a popular and oversubscribed college with a national reputation for excellence. Our 40 million pound state-of-the-art building and garden opened its doors in September 2008 and we are delighted that our new campus was awarded the Prime Minister's Prize for the best public building in the UK. In our tenth learning year in the new building, it still looks immaculate and staff and students are proud of our learning environment.

Our most recent Ofsted inspection was an enormous success and we were awarded a grade of 'outstanding' in all categories.

We are persistent in our desire to deliver excellence for all of our students and this means that offering them outstanding learning experiences is the focus of everything we do. We want our students to be happy and successful in later life, achieving excellent examination results and enjoying a wide range of exciting opportunities that broaden their experience along the way. To this end, we place a strong emphasis on the quality of our teaching and learning. We aim to deliver inspiring lessons to our students and our teachers work collaboratively to ensure that learning is both rigorous and innovative. We are equally proud of the pastoral support we offer to our students to ensure that they succeed and proud of the enrichment opportunities we provide.

All current and future colleagues joining our excellent team of teaching and support staff should therefore have a strong drive and determination for the success of our students, providing positive role models for them and caring about their wellbeing. To work at JCC, we hope you will aspire to be an outstanding colleague and be willing to share ideas with and learn from your colleagues. In return, we will provide you with first-class facilities, outstanding resources and a wide variety of professional development opportunities.

Finally, I would like to wish you the very best of luck with your application for the post and genuinely appreciate the investment of your time in the process.

Best Wishes,



Elly Tobin
Principal



Background and Context

Our Purpose – What we are here to do

To provide an exceptional learning experience for all of our students, raising their aspirations and improving their achievements so that they can enjoy a level of success in later life that realises their highest ambitions.

Our Vision For 2019

In 2019, Joseph Chamberlain College will be the first choice for school leavers in Birmingham because it will be recognised for excellence in academic achievement, exceptionally high standards of teaching and its capacity to raise the aspirations and ambitions of all of its staff and students so that they can enjoy rewarding and successful futures. With a strong commitment to effective collaboration with a wide range of partners, Joseph Chamberlain College will be innovative and forward-thinking for the benefit of its current and future generations of students and staff, inspiring others as a model of exemplary practice.

Our Core Values

We believe in:

- Excellence and Ambition
 - Everything we do is focused on improving the student learning experience.
 - We have high ambitions, expectations and commit to excellent in everything we do.
 - We demonstrate a 'can do' attitude, embracing the need for continuous improvement and positive change.
- Cooperation and Communication
 - We work together positively as a team for the benefit of the college
 - We learn from our own and each other's mistakes and successes, taking responsibility for our actions.
 - We are professionally honest with each other and create trust through effective relationships and transparent communication.
- Equality and Recognition
 - We value diversity and inclusivity and let this underpin all we do, treating people with respect and fairness.
 - We value and recognise everyone's work and the individual contribution they make to the lives of students.
 - We display loyalty to and pride in our college and its students.

Our Current Strategic Objectives

1. The Academic Achievements and Success of Our Students

To be highly ambitious for all of our students and prioritise their success so that they achieve the highest standards academically, making significant progress throughout their time with us.

2. The Learning Experience of Our Students

To ensure that all of our students benefit from an exceptional learning experience that excites, inspires and broadens their minds both in the classroom and beyond.

3. The Support and Development of Our Students

To ensure that all of our students are supported to develop into confident and responsible citizens who believe in their own ability to do well in later life and who are respectful of the diverse societies of modern Britain and the wider world.

4. The Reputation and Recognition of the College

To position the College as a nationally recognised Sixth Form College that attracts an increasing number of students each year, is a highly desirable place to work and captures the interests of a wide range of partners with whom we will collaborate.

5. The Leadership of the College and its Resources

To manage our resources and finances expertly so that we can continue to grow and develop as a College to seek innovative opportunities for improvement amidst the challenges facing the sector now and in the future.

Information about the College

Joseph Chamberlain Sixth Form College was established in 1983 and now offers a wide range of academic and vocational courses from Entry Level to Level 3. Our curriculum offer and entry criteria are highly inclusive, offering clear progression routes to success for all students, regardless of their starting points and backgrounds. Approximately 80% of our work is with 16-18 year olds at Level 3, who study AS/A2 Levels or Level 3 BTEC Extended Diplomas. At Level 2, we offer BTECs and a comprehensive GCSE programme to 16-18 year olds; at Entry Level and Level One, we have a relatively extensive ESOL provision for both 16-18 year olds and 19+ learners.

In addition, our Adult Learning Directorate offers both daytime and evening classes in Literacy, Numeracy, GCSEs, Languages and a range of Vocational Provision to the local community, taught in a wide range of community venues across the city. Our 'College for International Citizenship' offers a leading international programme in global citizenship for students locally, nationally and internationally. We work in partnership with a number of providers and franchise a small part of our provision to Birmingham Theatre School, The Birmingham Finance and Management Business School, Birmingham Ethnic Education Advisory Service (BEEAS) and Bordesley Green Girls' School. We also host weekend provision for the Birmingham Chinese and Arabic Schools on Saturdays. Our wider curriculum is also rich and varied and students benefit from a great deal of choice in sports, additional languages, performing arts, fundraising activities, an annual Model United Nations Conference and various other student-led clubs/societies.

In 2017, Joseph Chamberlain College achieved A level pass rates of 99% for the fourth year running and the best results in the history of the College. In our recent inspection in 2017 we were graded as 'outstanding' in all categories and we continue to provide a broad, inclusive and high quality education to all of our learners that results in some of the highest levels of progression to Higher Education in the sector.

The College is situated within easy reach of Birmingham city centre in a state of the art building with superbly equipped classrooms and outstanding facilities. We were featured in the 2015 Parliamentary Review for best practice in further education and were awarded the CPD Mark last year for our comprehensive package of innovative and high impact professional development. We support all newly qualified teachers to achieve QTS or QTLS, and are part of a local teaching alliance. We have also been short listed for the 2017 TES Sixth Form College of the Year Awards.

Background and Job Purpose

The Recreation Assistant will be working as part of a team based at the Chamberlain Fitness Centre. The Centre includes a fitness gym, free weights room, a large sports hall, a multi-purpose room which accommodates a wide range of exercise classes. The Centre is based on the main site of Joseph Chamberlain Sixth Form College.

The main purpose of the role is to provide a high quality and safe environment to all customers. The post holder will assist in the delivery of the day-to-day operational management, administration, promotion and development of sport and leisure facilities.

Terms and Conditions

Contract Type

Casual, Sessional

Salary

The hourly rate of pay will be £7.38 per hour (or the national minimum wage) and will be paid monthly. Timesheets must be completed and submitted according to a timetable provided by the HR office. Salaries are paid monthly by bank credit on the 25th of each month.

Hours of Work

Hours will be part-time. The shifts currently cover Monday to Friday, from 5.30 p.m. – 10.30 p.m. and Saturday and Sunday from 9.00 a.m. – 6.00 p.m.

Superannuation

The successful candidate will be eligible to join the Local Government Pension Scheme and you will automatically become a member unless you opt not to join.

Accountability

The post is accountable to the Sports Centre Manager.

Background and Job Purpose

The Centre includes a fitness gym, free weights room, a large sports hall, a multi-purpose room that accommodates a wide range of exercise classes. The Centre is based on the main site of Joseph Chamberlain Sixth Form College.

The main purpose of the role is to provide a high quality and safe environment to all customers. The post will have responsibility for the health and safety of users and the cleanliness of the centre.

Making Your Application

1. Complete the JCC Staff Application Form. **Please state clearly on your application the position you are applying for.**
2. Provide a supporting statement (in section 8 of the application form) of no more than two sides of A4, in which you demonstrate how your skills, abilities and experience make you a suitable candidate for the role. Please give specific details and examples of how you meet all aspects of the person specification.
3. If you are applying for a teaching or curriculum based role, please complete the examination results form provided (applicants who are still completing their PGCE course need not complete this).
4. The completed form should be returned by email to: personnel@jcc.ac.uk or by post to:

The Director of HR

Joseph Chamberlain Sixth Form College
1 Belgrave Road
Highgate
Birmingham
B12 9FF
Telephone: 0121-446 2200

Deadline

The deadline for the post(s) is **Monday 2nd April 2018 (to arrive no later than 12 noon).**

Equal Opportunities Policy

Joseph Chamberlain College is committed to equality of opportunity in recruitment and selection. Every care has been taken in the drawing up of this job description and person specification to ensure that the requirements of the post are not discriminatory on account of race, gender or age. Similar care will be taken during the short-listing and interviewing stages. If candidates are dissatisfied about any part of the process they should write in the first instance to the Principal of the College setting out the nature of their complaint.

Data Protection Act 1998

Under the Data Protection Act 1998, the College needs to have your consent to collect and process information about you for the proper administration of the selection process and the employment relationship should you be appointed. Please accordingly make sure you sign the declaration at the end of the application form. After an appointment has been made, all the papers of unsuccessful candidates are kept for a period of nine months and are then destroyed.

Candidates with a Disability

The College is a Disability Symbol User. If candidates with a disability need any special arrangements for interview, they should enclose a letter giving details of these, marked for the attention of the Personnel Manager.

Police checks and Rehabilitation of Offenders Act 1974

The successful candidate will be required to apply for a Disclosure from the Disclosure and Barring Service. The College follows the Code of Practice laid down by the DBS, and this is available from the Personnel Office upon request. In accordance with the above Act employees with access to children and young people under the age of 18 are not allowed to withhold information regarding criminal convictions no matter when they occurred.

Selection Process

Short-listing of candidates for interview will be undertaken by the line manager and a member of the senior management team. All candidates invited to interview will be asked, on the day, to complete a practical task. These tasks will vary according to the post. You will be given relevant information, where appropriate, in advance. The results of these assessments will be used to decide whether to shortlist you further for interview.

The interview panel usually consists of three or four members of senior and middle managers. The interview panel will be chaired by a senior leader.

During the interview we ask the same main questions to all candidates, as well as any supplementary questions either arising from initial responses or specific to individual applications. Members of the panel will take notes during the interview.

At the end of the interview you will be given the opportunity to add anything further in support of your application or ask any questions. The panel will make its decision based on the evidence presented throughout the process and will contact all candidates with an outcome as soon as possible.

Staff Benefits

We offer the following benefits to our staff:

- Comprehensive staff development programme
- Occupational pension scheme (either TPS or LGPS)
- BHSF – private healthcare insurance plan
- Cycle scheme
- Interest free annual travel card loans
- Childcare vouchers
- Discounted college gym membership
- Free onsite parking

Job Description – Recreation Assistant (Sessional)

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| 1. | Ensure customers receive an outstanding service by showing a positive, helpful and friendly attitude in response to queries/complaints concerning site programme and use. |
| 2. | Ensure facilities are clean, safe and adequately equipped for use at the time booked. |
| 3. | Project and uphold a positive image of the service through good public relations. |
| 4. | Identify and report faults/damage to either equipment or building fabric to the Leisure Centre Manager/Leisure Centre Supervisor. |
| 5. | Be responsible for the health, safety and welfare of all users, including colleagues in accordance with the Health & Safety Policy. |
| 6. | Ensure the safe and correct use of all equipment, both by staff and users, in compliance with health and safety legislation / guidelines. |
| 7. | Undertake appropriate action in emergency situations, in line with site Normal Operating Procedures and Emergency Action Plans and with reference to incidents requiring first aid treatment, do so in support of the nominated 'First Aider' on duty. |
| 8. | Such other related duties as from time to time may arise or be assigned and that are consistent with the grade of the post. |

Special Conditions

| | |
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| 1. | Duties to be carried out during evenings and weekends, as required, as part of an agreed normal work pattern. |
| 2. | Working patterns and location can be changed, with due notice, to satisfy the requirements of the service. |
| 3. | It is incumbent on the job holder to maintain a current First Aid qualification |
| 4. | The job holder will be required to participate in site staff training and attend modular training, as required. |
| 5. | The job holder must wear the designated uniform provided when on duty and follow appropriate code of appearance. |

Person Specification – Recreation Assistant (Sessional)

Applications will be short-listed and short-listed candidates assessed against the following criteria. Please show evidence of these competencies in your application.

A = Application form, L= supporting information or letter, T= test, I = Interview, R= Results Form

| Experience, Skills and Knowledge | Essential/Desirable | Assessment Method |
|---|---------------------|-------------------------------------|
| Ability to undertake cleaning duties with set procedures | Essential | Application form / Interview |
| Knowledge of Health & Safety issues | Essential | Application form / Interview |
| Willingness to undertake a First Aid Qualification | Essential | Application form / Interview |
| Hold a First Aid Qualification | Desirable | Application form |
| Sports/ fitness Qualification | Desirable | Application form |
| Experience of working in a similar role | Desirable | Application form |
| Ability to demonstrate an understanding of why customer service is important | Essential | Application form / Interview / Test |
| Ability to verbally communicate effectively with customers and staff | Essential | Application form / Interview / Test |
| Demonstrate a commitment to Equality and Diversity issues. | Essential | Interview |
| Demonstrate a commitment to promoting and safeguarding the welfare of children and vulnerable adults in line with College Policy. | Essential | Interview |