

# JOB APPLICATION PACK

## Huddersfield New College





Dear Applicant

I am delighted to provide an application pack for this post at Huddersfield New College. Hopefully the information provided will be of interest to you and will help you in taking your application forward.

Huddersfield New College has operated as a Sixth Form College since 1974, and across the 44 years to 2019, has established a national reputation as an Outstanding College. The College had its last OFSTED inspection in April 2016. The report is available to view on our website and at <https://reports.ofsted.gov.uk/>

The College currently has around 2450 students on roll. In summer 2018, again, we celebrated their outstanding success on A levels and BTECs, with student progress at advanced level in the top 15% nationally, for the third year in a row. We want to continue to achieve this level of success year on year. Crucial to this is that we are at all times ambitious about what our students can achieve; this means that we are looking for new colleagues who genuinely embrace our goal to ensure that all of our students achieve their very best at Huddersfield New College.

I make no apologies for stating that we also want to work with colleagues who are passionate about wanting to work with young people. This means that we are also looking for new colleagues who have an unconditional positive regard for young people. Our College is no place for cynics and so we only want to appoint and work alongside people who genuinely want to make a positive difference to the lives of the young people who come under our care and guidance.

Working at Huddersfield New College is demanding. Everyone works hard and so new colleagues should also have a willingness to work hard and to go the 'extra mile' for our students: many of our students would not be as successful as they are without this. However, I can assure you that you will be appreciated for this hard work and that you will be provided with excellent support, continuous professional development and the resources to carry out a first class job.

I am extremely proud to be Principal of Huddersfield New College. We transform lives. This is the moral dimension to our work, so recruiting and selecting people who will be equally proud to work here, and who want to make a positive difference to the lives of young people through education, is crucial. If you are inspired by this moral purpose and the opportunity to make a positive difference, then please apply.

Finally, I would like to say that I do appreciate how long it takes to apply for jobs. If you do decide to apply, I appreciate your investment of time and, whatever the outcome, I wish you well in the future.

Yours sincerely

A handwritten signature in black ink that reads 'Angela Williams'.

**Angela Williams**

**Principal**

## Job Description

### Application Guidance

The Job Description details the duties and responsibilities of the post. The Person Specification details the skills and personal attributes required in order to fulfil the role. Your supporting statement should demonstrate how you meet these criteria and key skills relevant to the job description.

**Essential** The successful candidate must meet the essential criteria in full, in order to be able to fulfil the role.

**Desirable** Although not essential, the post holder may also be asked if they have further desirable experience and skills.

Where criteria are to be identified through testing, this may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and numeracy assessments, presentations, and other practical assessments relevant to the role. For teaching positions, candidates will usually be asked to deliver a micro-teaching session to facilitate assessment of teaching ability.

## Job Description

<b>Post title</b>	Technician
<b>Post reference</b>	HS1920/13
<b>Location of the post</b>	The post holder will be a directed member of the Art and Design Department
<b>Reports to</b>	Head of Department
<b>Remuneration*</b>	Range 19 – 21 of the NJC pay spine for Support Staff £17,700 - £18,400 (£8,496 - £8,832 pro rata)
<b>Contractual*</b>	Permanent 21 hours per week, term time only

\* Valid at date of appointment

### Overall Focus: Realising the College's Vision

All staff are expected to contribute fully to the shared objective of remaining an outstanding sixth form College providing an outstanding sixth form education for all students, as detailed in the College's Vision: *To remain an outstanding Sixth Form College, providing high quality sixth form education for all our students, enabling them to fully realise their potential, develop as responsible young adults, and progress successfully, and with confidence, to further learning and their future career.*

### Key Focus of the specific role:

1. To provide technical support to teaching departments at the direction of the Head of Department and/or Course Leaders.

### Duties and Responsibilities

In the first instance, your duties and responsibilities are outlined below. As the needs of the College change, you will be expected to take on or relinquish responsibilities, as directed by your Line Manager or the Senior Leadership Team, as appropriate.

1. To maintain systems for storing technical equipment and supplies, ensuring equipment is cleaned, maintained to comply with applicable health and safety standards and repaired as necessary.
2. To maintain an up-to-date inventory of technical equipment assigned to the department, booking equipment in and out for loan to students in the department.
3. To maintain stock control, ordering as required and making petty cash purchases, following college financial processes, checking orders and deliveries upon receipt.
4. To provide technical support and training as appropriate to students assignment work using IT and other appropriate equipment, including lighting studio and dark rooms.
5. To prepare materials for lessons, as required by teachers within the department.
6. To assist teachers and students in constructing display materials such as frames or stands and preparation of displays in classrooms and corridors.
7. To work as a member of the Department team ensuring effective liaison and communication with colleagues at all times.
8. To ensure that health and safety procedures are followed when using technical equipment, updating the Health and Safety log and carrying out portable appliance testing (PAT), with assistance as required (training will be given).

## Job Description

### Wider contribution to HNC

1. Operate at all times within the stated policies and practices of the College and actively promote them.
2. Play a full part in the life of the College, to support its distinctive mission and ethos and to encourage other staff and students to follow this example.
3. Accept the shared responsibility of all colleagues for student behaviour through collective oversight of the College during the College day, helping to maintain a harmonious environment, with good order and discipline among students, and safeguarding their health and safety.
4. Work co-operatively with other staff in the College, as relevant, to implement the College's annual Quality Improvement Plan.
5. Maintain effective working relationships with others and set a good example through personal presentation and personal and professional conduct.
6. Attend and contribute to meetings in accordance with the College Calendar and as directed by the Line Manager or the Senior Leadership Team.
7. Participate in arrangements made for the annual self-assessment of the performance of the departmental area.
8. Participate in arrangements made for the appraisal of individual performance, in the context of the College's Professional Development Review cycle.
9. Participate in appropriate further training and professional development, both internal and external, to update professional practice, reflecting individual needs identified during the Professional Development Review process, and/or departmental or whole College quality improvement goals, identified through the annual self-assessment process.
10. Be familiar with the College's Health and Safety Policy, Child Protection Policy and Safeguarding procedures and the Prevent Strategy and Risk Assessment action plan and implement them as appropriate, both when on the College premises, and when on authorised off-site College activities.
11. Ensure the safe and secure handling and storage of personal data belonging to students, staff and other parties in compliance with General Data Protection Regulations.
12. Play a co-operative and supportive role within department area, and the College as a whole, through the sharing of good practice, and mentoring / coaching activities for less experienced staff, where this is appropriate.
13. Have a flexible approach to work, which could include occasional evenings, and very occasional Saturdays, as scheduled in the annual College Calendar and for teachers the annual Working Time Document too.

## Job Description

Person Specification	Essential	Desirable	Method of Assessment
<b>Education and Qualifications</b>			
Minimum of level 2 qualification in literacy and numeracy (e.g. GCSE English and Maths at grades A*-C).	✓		Application
A relevant qualification in Art/Design at level 3 or above.	✓		Application
<b>Experience</b>			
Previous recent experience in a similar role or environment.	✓		Application/Interview
Familiarity with using Microsoft Office applications, including Word, Excel, Outlook, PowerPoint and Photoshop.	✓	✓	Application/Interview
	✓	✓	Application/Interview
<b>Skills and Knowledge</b>			
Strong interpersonal and communication skills (both written and verbal), combined with the ability to develop effective working relationships with students and staff (both within the team and the wider college).	✓		Application/Interview
Excellent organisational and administrative abilities, with the ability to manage own time and meet demanding deadlines.	✓		Application/Interview
Excellent organisational and administrative abilities, with the ability to manage own time and meet demanding deadlines.	✓		Application/Interview
Ability to respond flexibly and creatively to new challenges and opportunities.	✓		Application/Interview
Ability to tackle technical problems and be familiar with equipment in a technical teaching environment.		✓	Application/Interview
Up-to-date knowledge and awareness of Health and Safety regulations pertaining to working in an Art and Design-based and educational environment.		✓	Application/Interview
Practical art and design skills (e.g. the ability to draw/paint, sewing skills, ceramics, wood work, etc.)		✓	Application/Interview
Ability to use a sewing machine.		✓	Application/Interview
Familiarity with a design workshop environment.		✓	Application/Interview
Familiarity with using cameras (in particular digital cameras) and working in a lighting studio/dark room.		✓	Application/Interview
<b>Attitude and Personal Qualities</b>			
An interest in art and design in relation to working with young people.	✓		Application/Interview
Able to work flexibly and outside of normal working hours on occasion, with reasonable notice, to meet the demands of the role.	✓		Application/Interview
© Commitment to HNC Vision and Values	✓		Application/Interview
© Commitment to the Safeguarding of young people	✓		Application/Interview
© Commitment to Equality and Diversity	✓		Application/Interview
© Suitable to work with children	✓		Enhanced DBS Clearance/References