

# Information for Applicants





## There is no ceiling to achievement.

Dear Applicant,

Thank you for your interest in this post at St John Rigby College. I hope the enclosed documentation provides you with the information you need and that you feel encouraged to apply for the post.

St John Rigby College is genuinely a welcoming, supportive and rewarding place to work. We understand that happy, healthy staff are ones that can best excel in their work. Working at a college can be extremely demanding, but we also believe in providing the best possible work life balance for employees.

St John Rigby College is a Roman Catholic sixth form college established in 1972 and is under the trusteeship of the Archdiocese of Liverpool. The College takes its name from, and is dedicated to, the memory of a local man who was martyred at Southwark in 1600. Central to the College's distinctive Catholic ethos are the values lived by St John Rigby: faith, courage, commitment, integrity and freedom. These values form the foundation of the College's mission which is dedicated to the education and development of the whole person and supporting all students to realise their full potential.

We take very seriously our role as a Catholic College and expect all staff to support our ethos, whatever their own personal faith position may be. Our vision is to be an outstanding, inclusive Catholic sixth form college; valuing the individual, celebrating learning, and raising aspirations.

Whilst retaining our Catholic principles, we value our links with all schools in Wigan and the surrounding areas and welcome applications from students of all faith and non-faith backgrounds who show respect for our mission and support the College's Christian ethos. About 40% of the College's students are Catholic and in recent years a growing number of students from other schools have been attracted to the College's mission and ethos and our inclusive approach to education

The College is committed to the principle of comprehensive education and provides a curriculum offer from Entry level to level 3. Governors, senior managers, and staff have an unwavering commitment to the College's Catholic mission, ethos and values. Central to these are three key themes: safeguarding of the young people in our care; enabling students to achieve the very best academic outcomes to aid progression to the next stage in their lives; enabling students to enjoy their learning and time at College. Over 30% of students come from areas of high deprivation in the Wigan borough and many students who study here can lack self-esteem.

As an outstanding learning organisation, St John Rigby College has a strong sense of purpose and a commitment to shared values. The College has a unique, safe, and challenging environment where every individual is valued, talents are recognised and nurtured, achievements are celebrated, and dedication is rewarded. To achieve this as a community we:

- Welcome all students who are happy to be educated within a Christian environment
- Value the uniqueness and dignity of each individual
- Deliver the highest standards of teaching and learning
- Show a commitment to our work, to the Christian values of the College and to the safety of all in the College community
- Provide equality of opportunity, with mutual respect and positive encouragement
- Build and further develop local, national, and international partnerships.

Core values in daily life at St John Rigby College are expressed as:

- Genuine concern for others
- Support for and challenge of one another
- High standards and expectations
- Consistency and perseverance
- Recognition of talents, progress, and achievements

Please take a look at our website to get a fuller picture of our College. On there you will find further details of our curriculum offer and the fantastic and wide-ranging opportunities for our students.

St John Rigby College is a welcoming community and a fantastic place to work. If you share our vision and would like to be part of our successful College, I would encourage you to apply for the post. Very best wishes for the future.

Peter McGhee CBE  
Principal



# ABOUT OUR COLLEGE

## STRATEGIC OBJECTIVES

1. To embed a learning culture which meets the needs of all students and, in doing so, improves the standards of student achievement, raises aspirations, and promotes excellence across the full range of the College curriculum. In addition to providing a safe environment, we will focus on three key areas of outcomes for learners:
  - 1.1 *Establishing consistently high outcomes across all courses*
  - 1.2 *Raising student achievement rates and challenging all courses to exceed Sixth Form College national benchmarks*
  - 1.3 *Establishing a consistently high 'progress score' for all courses.*
2. To widen student participation, in partnership with other providers, through the offer of a comprehensive range of high-quality courses that meet the needs of our students and support developments and provision within partner high schools.
3. To work collaboratively with groups within the College's local and extended community.
4. To further develop the estate to provide an outstanding, safe learning environment for the whole College community.
5. To sustain a culture where all staff are committed to SJR's core values, where continuous professional development is encouraged, and organisational efficiency and effectiveness are achieved.
6. To maintain the College's financial stability in order to implement the College Development Plan.

## OFSTED

In February 2017, the College was inspected by Ofsted and received the following grades:

Outcomes for Learners	Outstanding
Quality of teaching, learning and assessment	Outstanding
Effectiveness of leadership and management	Outstanding
Personal development, behaviour and welfare	Outstanding
<b>Overall Effectiveness</b>	<b>Outstanding</b>

## ARCHDIOCESAN INSPECTION

In November 2023 the College was inspected by the Archdiocese of Liverpool and was graded outstanding in all aspects of Catholic Life, Religious Education and Collective worship. The report can be accessed via the College website but includes the following comments:

"St John Rigby Sixth Form College is a joyful, happy and supportive community. Students express great pride in their college. They know their time in sixth form is relatively short and they speak about how much they will miss this college when the time comes for them to move on. They express appreciation for the wide-ranging support they receive from staff and the outstanding 'wrap around' care from the pastoral team."

"There is a real spirit of collaboration and teamwork which many staff describe as being a 'family atmosphere'."

The report is a celebration of the values and the qualities of our students and staff and provides a sense of how special St John Rigby College is due to our strong sense of community.

## STUDENT PROFILE

There are currently 1380 16-18-year-old students (December 2023). 55.3% of students are female (down from 58.2% the previous year). 92.7% of students declared their ethnicity as White British (this compares to 93.7% the previous year). The College has a more diverse population than that of the Borough of Wigan with a population record of 97.3% for White British in the last published ONS Census for 2011 (which compares to 85.4% for the rest of the UK in the 2011 ONS

# CURRICULUM

There is a broad and inclusive curriculum comprising:

- 27 A Level subjects
- 4 Technical Level programmes (from September 2023)
- 15 Vocational Level 3 programmes
- 5 BTEC Level 2 programmes
- 2 GCSE resits (Mathematics and English)
- 1 BTEC Level 1 programme
- BTEC Entry Level programme
- 17 Career Academy Programmes (career focused courses)\_

All students follow the College’s ‘Values for Living’ programme which provides an opportunity for students to explore a wide range of topics including: the world around; moral and ethical issues; the choices we make in life - while also challenging students to reflect on their own faith and beliefs.

There is a wide range of recreational and subject based enrichment opportunities for students to take part in, including:



The College

employs 65 teaching staff who are each allocated to a teaching department. These are managed by Heads of Departments and/or Course Leaders and are grouped into three Divisions:

Vice Principal (Curriculum & Quality)		
Divisional Leader	Divisional Leader	Divisional Leader
<ul style="list-style-type: none"> <li>• English, Media &amp; Film</li> <li>• Humanities</li> <li>• Music &amp; Performing Arts</li> <li>• Social Studies</li> </ul>	<ul style="list-style-type: none"> <li>• Business, Economics, IT &amp; Computing</li> <li>• Mathematics, Physics &amp; Engineering</li> <li>• Science</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Social Care, Public Services, &amp; Foundation</li> <li>• Sport &amp; Physical Education</li> <li>• Visual Arts</li> <li>• Religious Studies &amp; International Languages</li> </ul>

# PASTORAL ORGANISATION

Pastoral care is managed through the Vice Principal (Students) and three Senior Tutors. These staff manage a team of eight non-teaching Progress Tutors who offer first line student support and challenge. The Vice Principal is also supported by a full time Safeguarding and Welfare Officer. In addition, the College Chaplain, College Counsellors and the Student Support and Wellbeing Officer provide well-being and welfare support and the Student Liaison Officer patrols the College site providing security and supervising the student social areas.



The College is committed to ensuring all staff and students are safe whilst in College. The Vice Principal (Students) is the Designated Safeguarding Lead, and the College Safeguarding Policy can be found on our webpage via 'About' and 'Policies and Procedures'.

The major focus of the Pastoral Programme is on careers and progression to H.E, apprenticeships, and employment. The Vice Principal also manages the College's Careers Adviser. The College was pleased that its work in this area was recently recognised by the award of the Matrix Standard.

## SUPPORT ORGANISATION

Students and teachers are very well supported by 75 support staff across a range of enabling functions including:

- art, performing arts and science technicians
- careers adviser
- cleaning team
- finance team
- human resources
- IT and network technicians
- learning support mentors and administrator
- library and open learning centre supervisors
- marketing staff
- MIS and examinations team
- premises team
- progress tutors
- reception and main office staff
- reprographics officer
- student counsellors
- student liaison officer
- work placement officer

## GOVERNANCE AND SENIOR LEADERSHIP

The College is committed to a culture of improvement and an open and consultative management style is employed. Well established quality assurance and self-assessment procedures have played a major role in identifying strengths, areas for improvement and weaknesses. The College aims to constantly develop teaching and learning by identifying and sharing the good practice that exists across departments and so continue to improve pass rates, high grades, and value-added performance. By constantly striving to improve individual student performance we seek to enhance the life choices of students, many of whom would not be able to access post 16 education at other institutions.

The Governing Body has the overall legal, strategic, and financial oversight of the College. It consists of Foundation Governors, appointed by Liverpool Archdiocese; staff governors; parent governors, student governors and the Principal. The Governing Body meets throughout the year and works through a number of specialist committees to transact the detailed aspects of its business.

The College Senior Leadership Team comprises the Principal, the three Vice Principals (Curriculum and Quality, Students, Staffing and Resources) and the Finance Manager.

The day to day running of the College is the responsibility of the College Management Team which consist of the Senior Leadership Team as well as three Divisional Leaders, two Senior Tutors, the Head of Religious Education, the Senior TLA Lead Practitioner, the MIS and Funding Manager, the High School Liaison Manager, and the Health, Safety and Facilities Manager.

## ACCOMMODATION AND RESOURCES

The College occupies a large and attractive site of 10 hectares in a semi-rural location to the west of Wigan.

The College provides:

- A bright and quiet Chapel
- A central Chaplaincy Office in the heart of the College
- A Learning Resource Centre with quiet study areas and a helpdesk
- Many recently refurbished and equipped with flat screen televisions
- An Open Learning Centre with student access to PCs and a helpdesk
- A Refectory including hot and food counters and a Starbucks Café
- A Grab and Go food shop
- A purpose-built IT, Computing and Business block
- A purpose-built Music and Performing Arts block with Dance studio
- A purpose-built Sports Hub including a full gym
- A 96 seated theatre
- A large flood-lit synthetic turf pitch
- A well-resourced Sports Hall
- Bookable IT rooms
- A communal staff room with break/lunch facilities for staff
- A staff base /office for each member of staff
- Full Wifi connection throughout college



The College has recently made a successful bid to the ESFA for £1.9m to fund a 'T-Level Building'. In addition to housing some of the College's T-Level courses it will create opportunities to use some of the existing accommodation differently. Construction is planned to be completed in Spring 2023.

## THE COLLEGE STAFF COMMUNITY

The College welcomes students and staff from faith and non-faith backgrounds who are willing to support our ethos. There are morning prayers held in the Chapel each Monday, Wednesday, Thursday, and Friday at 09:00am, all students and staff are welcome to attend. Mass is held every other Friday during the lunch break, again all students and staff are welcome to attend.

On Tuesday morning all staff gather for a weekly briefing that starts with a thought for the week and prayer. This is also an opportunity to share the topics being covered in each week's Values for Living lessons and the tutorial programme, to share important notices and forthcoming events, as well as to catch up with colleagues across the College.

Each subject/departmental area has a staff work base where staff have a workplace and access to a computer. There is also a central staff room with toasters, microwaves, dishwasher, and a drinks machine. The staff room also has a number of computers for staff to use. In normal circumstances, every other Friday the staff room hosts a "CAFOD lunch" where soup and a roll is available for a contribution to CAFOD, one of the College's chosen charities.



## STAFF BENEFITS

All staff receive a competitive salary and have access to a generous employer contribution pension scheme as well as:

- **Continuing Professional Development** – the College has an extensive internal training and INSET programme and is committed to providing all staff with opportunities to develop further in their careers. This is supported by an annual performance and development review with a six-monthly review and is a welcome opportunity to discuss training needs and career progression.
- **Employee Assistance Programme** – this gives you access to free support on a range of areas including legal advice, family issues, tax arrangements, money matters, emotional support and so much more. It is available 24 hours a day, 365 days a year.
- **Gym Access** – there is a modern and well-equipped gym in our Sports Hub. This is available for staff to use prior to and at the end of each day.
- **Health** – the College arranges annual flu vaccinations for all staff and staff have access to eyesight vouchers if they have regular use of VDUs.
- **Location** – we have a great semi-rural location with easy access to the M6, M58, M62, M65 and M61. The nearest train station with direct lines to Manchester and Liverpool is less than 10 minutes' walk away.
- **Parking** – free onsite parking for all staff.
- **Staff Association** – all staff are welcome to join "Rig-Staff" which recognises and marks significant events in the lives of our staff (e.g. weddings, births, retirement/ leaving post and recent bereavements). Each Christmas/New Year and summer there is an evening staff social event. Each year staff are invited to attend a voluntary, off-site retreat day.
- **Staff Wellbeing** – the College gives significant recognition to the importance of a healthy work life balance and the wellbeing of its staff. The College has a Wellbeing at Work Policy and a Staff Work-life Balance Policy. Staff are invited to respond to frequent satisfaction 'pulse' surveys through the TES and the College is committed to a consultative working environment where staff are regularly involved in decision making. Staff have access to a calendar of staff wellbeing activities throughout the year.

## CONDITIONS OF SERVICE

- **Annual Leave Entitlement** – annual leave entitlement is 25 (pro rata in first year) working days and two local statutory days, plus bank holidays. Leave entitlement increases after five years continuous service to 30 days and two local statutory days, plus bank holidays.
- **Early Careers Teachers (ECTs)** – the College welcomes applications from Early Careers Teachers and a full programme of induction, support and development is in place for all ECTs.
- **Pension Entitlement** – staff are automatically enrolled into the relevant pension scheme, either the Teachers' Pension Scheme (TPS) or the Local Government Pension Scheme (LPGS) (administered by Greater Manchester Pension Fund) subject to the schemes' terms and conditions at the time. For further information regarding pensions please visit the relevant website:  
[www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) or  
<https://www.gmpf.org.uk/default.htm>
- **Probation** – confirmation of your appointment will be subject to satisfactory completion of an introductory period of 12 months for teaching staff or 6 months for support staff. During this period, you will be expected to establish your suitability for the appointment. Where a new member of staff fails to achieve a satisfactory probationary review, the probationary period may be extended, or the offer of employment may be withdrawn, and employment terminated.
- **Salary** – as advertised, payable monthly by direct credit transfer.
- **Support Staff Standards Payment** – the contribution made by support staff to the achievements of students and the success of Sixth Form Colleges has long been recognised. Subject to eligible criteria, support staff can qualify for an annual Support Staff Standards Payment designed to provide some reward for the knowledge skills and commitment brought to colleges by support staff, currently £390 pro rata, per annum.
- **Working Time** – teaching staff are required to work for 195 days in any year, of which 190 will be days on which teachers are required to teach in addition to carrying out other duties. Within these 195 days, up to 1265 hours a year will be allocated reasonably to you by the Principal. Details of this directed time will be provided by the Principal. Support staff working time will be stated in the job advertisement and contract.

## **APPLICATION AND SELECTION PROCEDURES**

St John Rigby College recognises the importance of recruiting the best candidate for each vacancy to enable the College to deliver high quality services and teaching and learning. Candidates will be appointed on merit in accordance with the College's policies of Equal Opportunities and Safeguarding and Child Protection. As a "Disability Confident Committed Employer" the College guarantees to interview all applicants with a disability who meet the essential criteria for a vacancy and to consider them on their abilities.

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

### **The Job Description**

This provides a full description of the main areas, duties, and responsibilities of the job. This list is not exhaustive but provides a summary of what will be expected of the successful applicant.

### **The Person Specification**

This details the qualifications, experience, skills, knowledge and abilities we are looking for. The person specification is a list of carefully considered and justifiable criteria, based on the job description. This enables the shortlisting panel to assess, as objectively as possible, your suitability to be shortlisted for the next stage of the selection process. The person specification is particularly important when completing the additional information, as only applicants who can demonstrate that they can meet the criteria given in the person specification will be shortlisted for the next stage of the selection process.

### **Application Form**

Read through all the documents carefully and consider to what extent you have the necessary skills and experience. Think carefully about your experiences. By analysing your present and/or previous jobs and any unpaid work, you may uncover skills that you have taken for granted. You should include any relevant experience gained through your community, voluntary or leisure interests. No guesses or assumptions will be made about your experience or skills. It is therefore essential that you tell us about all your relevant experience and skills.

### **Completing the form**

In the section "Supporting Statement" we ask you why you are interested in the role and how you feel you are suited to it with reference to the criteria in the person specification. As well as judging the substance of your response, judgments will also be made about your written communication skills. You must tell us how you meet the criteria listed.

### **References**

Open references or testimonials should not be sent with your application form and will not be accepted. Unless you have indicated otherwise on the application form, if you are shortlisted, references will normally be taken up before interview. Two confidential references will be requested from current and previous employers (or a previous employer for work with children, young people, or vulnerable adults). References from relatives or people writing solely in the capacity of friends will not be accepted. If you are shortlisted, any relevant issues arising from your references will be taken up at interview. There will be an opportunity for you to ask questions about the job and conditions of service.

### **Rehabilitation of Offenders Act 1974**

Staff employed by the College are exempt from the provisions of the Act and there is a requirement for applicants to declare all convictions, cautions and bind-overs, including those regarded as 'spent'. Successful applicants (teaching and non-teaching) will have their professional status checked with the Teaching Regulation Agency (if applicable) and are subject to police checks on their criminal record(s) and on the Disclosure and Barring Service check. This may not affect shortlisting unless the conviction is serious, but you may be asked about any convictions at interview.

Please note that where a role involves engaging in regulated activity relevant to children, it is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Although you may start work pending receipt of these checks, where a successful candidate is found to be 'Barred' or the DBS disclosure shows they have been disqualified from working with children by a Court; or an applicant has provided false information in, or in support of, their application, the College will report the facts to the police and/or the DfE Children's Safeguarding Operations Unit and the offer of employment may be withdrawn, and employment terminated.

## Relationship to College Governors/Senior Staff

You are required to state on your application form whether you are related to either a member of the Board of Governors and/or senior member of staff. We want to ensure that the selection process is not prejudiced in any way. Any deliberate failure to make a disclosure will disqualify you. If it is discovered after appointment, you may be dismissed.

## Equal Opportunities Monitoring

We want St John Rigby College to reflect the diversity of the population we serve, and we welcome applications from people from all backgrounds, especially those from under-represented groups. All applicants are asked to complete the Equal Opportunities information page, which is attached to your application form. Information on age, ethnic origin, sex, disability religion, sexual orientation and nationality will be collected in order to monitor the numbers of applications from different groups. It will be used only to ensure the effectiveness of our Equality and Diversity Policy, in relation to our recruitment and selection of staff. Please note that only total numbers are submitted; individual details are not disclosed at any time and are seen only by the Human Resources Department. The information will not be used for any purposes other than those stated above. It will be treated as confidential and separated from the application form before you are considered for the post.

## Positive about Disabilities

We are committed to the employment and career development of people with disabilities. To demonstrate our commitment, we use the Disability Confident Scheme which is awarded by the Department for Work and Pensions. To demonstrate our commitment to this scheme, we guarantee to interview all applicants with a disability who meet essential criteria for the post.

If you have a disability, there are a number of ways in which we can help you if you need it, from giving assistance with completing the application form, making special arrangements if you are invited for an interview and adjusting the job where reasonable.

Please indicate if you have a disability and your requirements on the Equal Opportunities Monitoring Form within the application form or contact a member of the Human Resources department who will be pleased to help you.

## Shortlisting

After the closing date, all application forms are assessed carefully by the shortlisting panel. They assess how each person's skills and experience relate to the essential criteria on the person specification. Applicants who meet these requirements are called for the next stage of the selection process.

## Interviews

In addition to your ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the interests of young people and vulnerable adults and your attitude towards our mission and ethos. Therefore, you should be prepared to answer questions on both areas.

## Data Protection

The College is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently.

The personal information you provide in this application will be processed in accordance with current legislation.

## Contacting candidates

For practical purposes, successful and unsuccessful candidates may be contacted by e-mail.

If you need advice or assistance in completing the application form or if you have a disability which might present problems for you attending an interview, please contact Human Resources via [HR@sjr.ac.uk](mailto:HR@sjr.ac.uk). We aim to appoint the best candidate to each post, and to ensure that every applicant is treated fairly, in accordance with our Equality & Diversity Policy, Excellence through Inclusion and Safeguarding & Child Protection Policy. All can be found on our website. The application form plays a crucial part in the selection process.

## Please Note

- If you fail to address the person specification fully, you are unlikely to be shortlisted.
- You must ensure that your completed application is well organised and clearly presented.
- CVs will not be accepted and will be removed prior to shortlisting.
- Incomplete application forms will not be accepted.
- Late application forms will only be accepted under exceptional circumstances.

If you have any questions about the post for which you are applying or the application or interview process, please contact our HR department: Email: [hr@sjr.ac.uk](mailto:hr@sjr.ac.uk) Tel: 01942 214 797 ext 233

## Appendix: The Asylum and Immigration Act 1996

For any new member of staff joining St John Rigby College, we are required by law to check whether you are entitled to work in the United Kingdom.

To qualify for employment, you must be able to produce appropriate documentation if you are invited for interview. Applicants should refer to the up to-date lists of acceptable documents taken from the Home Office guidance “An employer’s guide to acceptable right to work documents” as reproduced below:

<b>List A</b>
<b>Acceptable documents to establish a continuous statutory excuse</b>
A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
A birth or adoption certificate issued in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
A certificate of registration or naturalisation as a British citizen, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

<b>List B</b>
<b>Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave</b>
A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021. Entry to be removed - refer to List B, Group 2, no. 2
A frontier worker permit issued under regulation 8 of the Citizens’ Rights (Frontier Workers) (EU Exit) Regulations 2020.
A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer
<b>Group 2 – documents where a time-limited statutory excuse lasts for six months</b>

A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules, together with a Positive Verification Notice from the Home Office Employer Checking Service. Entry amended.
An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question
A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service. Additional document entered on list.

If you are invited to attend for interview for a post at the College, you will be asked to bring the original document, as photocopies are not acceptable. Your document will be photocopied and returned to you immediately. If you are in any doubt about whether your documents qualify you to work in the United Kingdom you should seek help from the local office of the Department for Education or the Citizens Advice Bureau.

St John Rigby College has a strong commitment to equal opportunities. All job applicants, irrespective of race, age, religion, or gender, are required to produce the documentation listed above. Please accept our assurance that we do not wish to interfere with your privacy but are simply following the requirements set down by current legislation.

"Support for students is outstanding"

Ofsted

CLASS OF 2023  
OUTSTANDING  
RESULTS

PASS RATE **99%**

**81%** of our students achieved high grades A\* - C (or equivalent)

OVER **89%**

of UCAS applicants secured places at their **first choice university**

MATHS & SCIENCE **EXCEL**  
PASS RATE **100%**  
and **63% A\*/A/B**



Find out more at [sjr.ac.uk](http://sjr.ac.uk)