CARDINAL NEWMAN COLLEGE

RECRUITMENT PACK

POST

Head of Criminology



We are delighted that you are considering applying for the post of Head of Criminology (full or part time - minimum 0.5fte) to take up post at the end of August 2021.

Cardinal Newman is a wonderful place to work and we welcome applications from those who are keen to gain a broad experience of working in an outstanding institution. We are a happy and thriving Catholic Sixth Form College committed to equality and diversity welcoming colleagues from all backgrounds into our community irrespective of their religion or belief, ethnicity, gender, gender identity, disability, sexual orientation, marital or pregnancy status.

At Cardinal Newman, we are committed to the development of the whole person and we value each student as an individual, with a unique mix of skills and talents. Our students achieve outstanding results, which consistently place Cardinal Newman amongst the top Colleges nationally for Value Added. We were awarded Beacon Status in 2010 and the College was awarded an 'outstanding' Inspection in May 2009. However, we are as proud of our students' social, cultural and spiritual achievements as we are of their outstanding exam results. We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us. We welcome applications from suitably experienced and newly qualified teachers for appointment to this teaching post.

Completed application forms should be returned to the Human Resources Department (via email or post) by 8.00 a.m. on Tuesday 2nd March 2021. We do ask that you accept, in the interests of economy, that if you have not heard from us by the end of March you have not been selected for interview on this occasion. We will confirm receipt of all applications by email within one working day of receipt. Please call the HR team if you have not received a confirmation email by the closing date.

Should you have any questions, which are not covered in the enclosed information, please do not hesitate to contact the Human Resources Department.

Yours faithfully

Nick Burnham
Principal



MISSION STATEMENT

As a Catholic Sixth Form College, we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

VALUES STATEMENT

Cardinal Newman College is a community, which aims to live out the gospel values of service and love. This means that:

- The individual student is central to all our endeavours
- The College values each individual as a unique person irrespective of gender, race, belief or ability and regards each person, made in the image and likeness of God, as worthy of the utmost respect
- The College strives to develop each person intellectually, socially and spiritually through an inclusive programme of study and enrichment
- The College values the spiritual journey of each individual and will offer opportunities for each to engage appropriately in their spiritual search
- The College is committed to creating a culture that is open and welcoming, free from fear and from violence of any kind, in which all individuals feel safe, happy and secure
- The College provides learning environments that are stimulating, enjoyable and challenging to students, fostering their creativity, imagination and search for truth
- The College encourages individuals to contribute positively to the world in which they live, to challenge injustice and to seek out more co-operative, just and peaceful forms of human existence.

DEPARTMENT INFORMATION

The Criminology Department at Cardinal Newman College

Criminology is a very popular subject within the college. It is now in its third year and has grown considerably over this time. The department has its own area within the college with its own subject staff workroom. Classrooms are well equipped, spacious and all students have access to class I-Pads. In addition, all students have access to open learning areas for quiet study and extra support. The successful candidate will become part of a thriving, lively and supportive department.

Currently approximately 550 students study Criminology at Newman, making it one of the most popular subjects in the college.

We use the WJEC Exam board to offer L3 Certificate in Y12. The vast majority of students then progress into Y13 to complete the L3 Applied Diploma (1 A Level equivalent).

The department comprises of six staff members who mostly just teach Criminology, although some do also teach other subjects. An ability to teach another subject can be useful but is certainly not essential. We always endeavour to timetable to staff members' strengths.

Furthermore, some general information that candidates may find useful is provided below:

•Full time staff are responsible for 4 classes and Curriculum Plus (one to one support sessions for students, small group work, revision sessions etc).

•Where possible, we can timetable flexibly for staff who may need to be on-site later or leave site earlier to accommodate the school run etc.

•For the last few years, we have been able to allow for a week and a half off during October half term and will continue to do so where possible. As well as this, we tend to break up for Summer around early July which is a week earlier than most other colleges.

•We have a fantastic specialised pastoral team who, as part of their role, act as tutors and therefore teaching staff do not undertake the role of form tutors.

JOB DESCRIPTION

Job Title: Head of Criminology

Responsible to: Assistant Principal

Main Duties and Responsibilities:

- To lead and develop the department and courses including all aspects of planning and resourcing.
- To ensure your leadership results in the area being successfully managed and is student centered.
- To assist and contribute to the college's Quality Assurance Cycle.
- To monitor student progress and intervene as appropriate.
- To lead the area in a manner that inspires students and effectively promotes the subject.
- To ensure the area follows all college policies and procedures.
- To ensure the area echoes the ethos of the college and its distinctive nature.
- To have a flexible approach to leadership, carrying out other duties as appropriate and as circumstances change.

PERSON SPECIFICATION

Qualifications /Attainments

The successful candidate should have:

- A relevant degree
- A teaching qualification (e.g. PGCE, DTLLS or equivalent)

Experience / Knowledge

The successful candidate should be:

- An excellent classroom teacher
- Able to display a high level of skills in the management of learning
- Competent in IT skills
- Able to demonstrate successful experience of managing and developing staff (Applicable to Head of Department role)
- Have experience of managing resources and consumables (Applicable to Head of Department role)

Personal / Skills / Attitudes

The successful candidate should:

- Display the values, attitudes and behaviour consistent with the Catholic Ethos of the College
- Have a commitment to Equality/Diversity and Safeguarding of young people and vulnerable adults
- Have eligibility to work in the UK
- Have Disclosure and Barring Service clearance (following appointment)
- Have a high level of communication and interpersonal skills
- Have an ability to enthuse and innovate
- Have an ability to set and achieve high standards for themselves, colleagues and students
- Have a high level of organisational and administrative skills
- Have a commitment to a student-centred approach to the learning process
- Have the ability to work effectively in a number of different teams
- Have an awareness and understanding of current developments in subject areas
- Have the ability to manage student progress and achievement and complete all relevant documentation

ABOUT NEWMAN



Based in the heart of Preston city centre, Cardinal Newman College is a Catholic Sixth Form College. Our core activity is to provide education for students aged 16-18, offering a range of A Level and BTEC courses, at both level 2 and 3. The College also offers a Foundation Learning course for young people with specific learning needs. In addition to the 16-18 provision, Cardinal Newman also offers a range of University courses, including Foundation Degrees in Teaching and Learning Support and Early Years, as well as an Initial Teacher Training programme. Cardinal Newman College is the post-16 provider of Initial Teacher Training for the Catholic Teaching Alliance, for graduates looking to get into teaching.

The College draws a significant proportion of its full time 16–18 learners from a wide range of schools across Lancashire. Because of its distinctive ethos, its reputation, the levels of achievement, the support the College offers students and its provision of high quality courses, Cardinal Newman College is an attractive option for learners who attend high schools in Preston and the surrounding area as well. Year-on-year applications from these schools have increased significantly.



AN OUTSTANDING COLLEGE

Cardinal Newman is one of the highest performing sixth form colleges nationally for Value Added and the latest Ofsted Inspection in the summer of 2009 graded all areas of the College as 'outstanding'. The report confirmed that there is a culture of high expectations and rigorous quality improvement in all areas. Standards, expectations and processes have continued to improve since then. Students achieve well above their (high) target grades and make a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Every year, the vast majority of the College's students, progress to Higher Education with over 30% of those taking up places at Russell Group Universities.

OUR COMMUNITY

Links with the local and Catholic partner high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationships with College trustees, and with the Diocese of Lancaster are maintained through the foundation governors.

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this, for example students at the College are continually seeking to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD Group; Foundation Learning students; Health and Social Care students; the Medical Society and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, charities and local primary schools.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter. The team of specialist RE teachers live out the college's commitment to 'valuing the spiritual journey of each individual and offering opportunities for each to engage appropriately in their spiritual search'.

COLLEGE FACILITIES

At Cardinal Newman College, we are blessed with wonderful surroundings for our students to work, learn and relax in. The College contains Lark Hill House, which was built in 1797 as a private house for Samuel Horrocks, a cotton manufacturer and later Mayor and Member of Parliament for Preston. In 1919 it became Lark Hill Convent Grammar school, which began taking sixth form students in 1967 from other local Catholic Secondary Schools. It finally became Cardinal Newman College in 1978, when it merged with Winckley Square Convent School and Preston Catholic College, taking its name from Cardinal John Henry Newman.

Over the past few years the College has embarked on an extensive redevelopment programme with huge investment in state-of-the-art facilities, which perfectly combine the old with the new.

In 2009 we saw the addition of the St Cecilia Building and the St Augustine's Building in 2010, which was renovated and refurbished to house classrooms, drama/dance studios, as well as the original sports facilities. 2015 saw the addition of yet another new building in the form of St Francis, which is home to new classrooms for Sociology and Maths, as well as Open Learning Centres, Seminar rooms and a Mango Bean Coffee shop. A further addition to the College's already outstanding facilities, in the form of a brand new state-of-the-art gym in the St Augustine building, opened in October 2016. This was accompanied by a complete refurbishment of the social space and café area of the St Augustine's is building. This site also added a new modular building within its grounds, where RE lessons are now delivered from the eight classrooms it has provided.











OUR STAFF AND STUDENTS



STAFF AT CARDINAL NEWMAN COLLEGE

Cardinal Newman College has achieved all of its success through the hard work, skills and commitment of its 300 plus staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Cardinal Newman's curricular and pastoral offer to its students.

WHAT OUR STAFF SAY ABOUT WORKING AT CARDINAL NEWMAN COLLEGE

Over the last eight years' staff have been asked to take part in an annual staff survey. The college's score, as determined by staff, has consistently remained high year on year and we are pleased that the scores for overall wellbeing places the college at or above the top 10% of employers who take part in the same survey.



"THE TUTORS AT NEWMAN ARE ALWAYS HAPPY TO HELP AND EXPLAIN THINGS IF YOU DON'T UNDERSTAND AND THEY GIVE YOU A LOT MORE FREEDOM COMPARED TO SCHOOL."

JAKE HULME
BROUGHTON
BUSINESS STUDIES, ACCOUNTING AND MATHS

"I CHOSE TO STUDY AT NEWMAN BECAUSE IT HAS AN EXCELLENT REPUTATION. THE TEACHERS ARE SO PASSIONATE ABOUT THEIR SUBJECTS AND THE COLLEGE REALLY PREPARES YOU FOR LIFE AFTER NEWMAN."

SORCHA O'GRADY
ST CECILIA'S
PHILOSOPHY, SOCIOLOGY AND GERMAN





"I CHOSE TO STUDY AT NEWMAN BECAUSE OF THE CONSISTENT HIGH GRADES THAT STUDENTS GET AND THE EXCELLENT FACILITIES ON OFFER."

MATEEN KESHAN
LYTHAM ST ANNE'S
BUSINESS STUDIES AND SPORT

PRIVACY NOTICE
JOB APPLICATIONS

As part of any recruitment process, Cardinal Newman College collects and processes personal data relating to job applicants. The College is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

The College collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the College needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The College may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as personal and employment references. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application file and on other IT systems including email.

Why does the College process personal data?

We need to process data in order to consider your application and, if appropriate, your appointment.

In some cases, we need to process data to ensure that we are complying with the College's legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

The College has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

The College may process special categories of data, such as information about ethnic origin, or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is within context of the College's commitment to equality and diversity as well as its public duty under the Equality Act.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes the HR team, interviewers involved in the recruitment process, and managers in the area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How does the College protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the College keep data?

If your application for employment is unsuccessful, the College will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be retained during your employment and for a period after the end of that employment, in accordance with our retention policy.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the College to change incorrect or incomplete data;
- require the College to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the College is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact dataprotection@cardinalnewman.ac.uk

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the College during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.