



Loreto  
sixth form college



# Applicant Information Booklet

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# Welcome from the Principal

We are delighted that you are considering applying for a job at Loreto College. Loreto is a wonderful place to work and there is a strong sense of support and community amongst the staff.

Our college was established in 1851 and has a long tradition of outstanding outcomes, support and excellent progression for our students. We kept our OFSTED Outstanding grade in 2023 and are constantly working at improving further.

The College has grown and evolved since its creation and we are now the fourth largest provider of A Levels in the country. We are currently awaiting completion of a new building, which will expand our classrooms, our study space and theatre space. We are a very popular choice for the young people of Manchester and have been oversubscribed for many years.

We believe that the emphasis we place on the values of Mary Ward, our foundress, Excellence, Freedom, Internationality, Joy, Justice, Sincerity and Truth, helps us to have strong and distinctive ethos and culture which underpins our success.

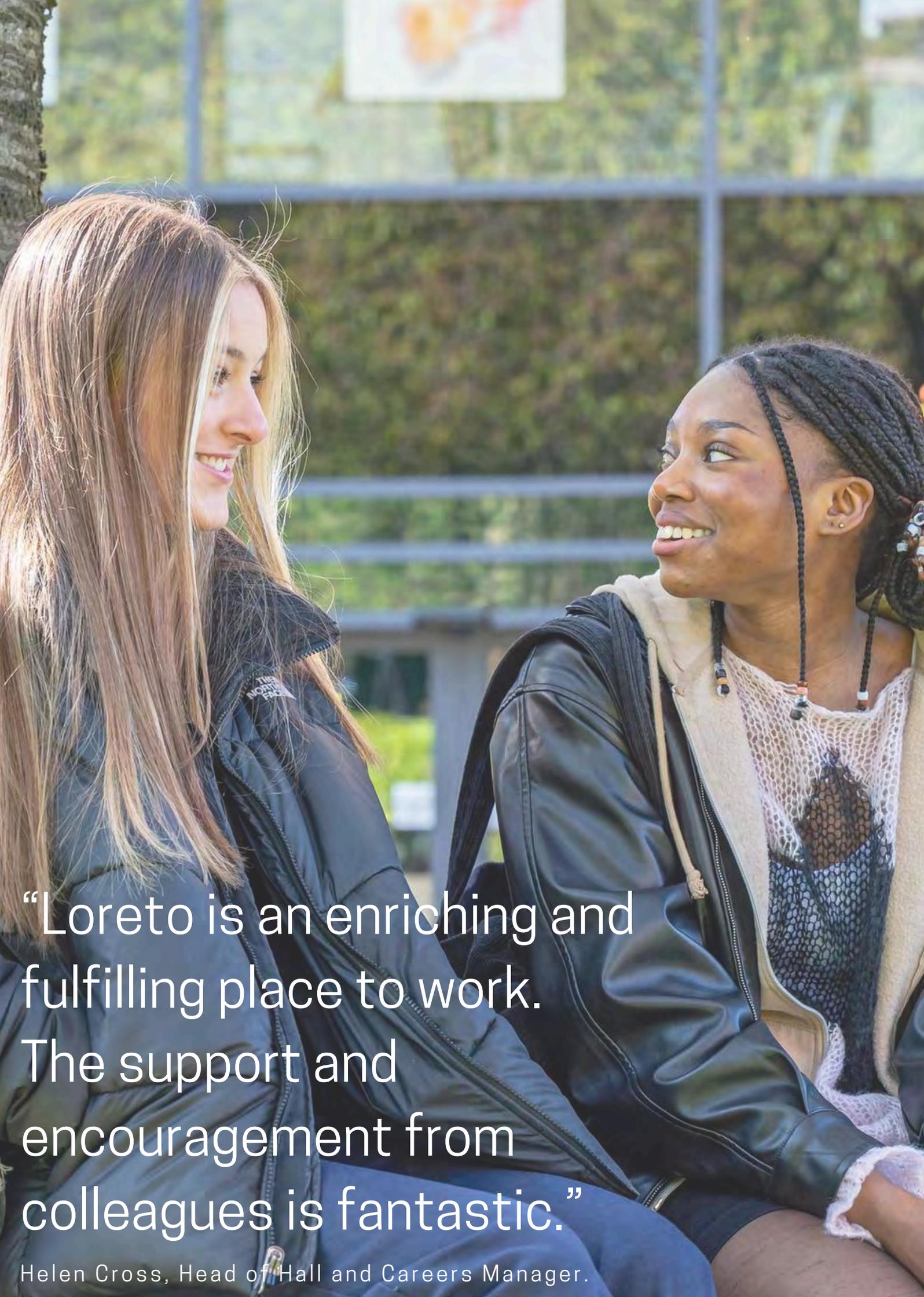
At Loreto, we believe in nurturing not only academic excellence but developing the whole person, empowering our students to become global citizens and agents of change, committed to making the world a better place. As a member of our staff, you will have the opportunity to inspire and be inspired, to challenge and be challenged, and to be part of a community where each voice is valued and respected. Loreto College offers a supportive and dynamic environment where you can thrive both personally and professionally.

Thank you for considering Loreto College as your potential workplace. We look forward to welcoming you to our community.

**Michael Jaffrain**

Principal of Loreto College





“Loreto is an enriching and fulfilling place to work. The support and encouragement from colleagues is fantastic.”

Helen Cross, Head of Hall and Careers Manager.

# What our students say about Loreto...

“If you love a very diverse community and enjoy shaping the minds of tomorrow, then Loreto is the place for you.”

**Sarah Olhje, Upper Sixth Student**



“My favourite thing about Loreto College is its background and the history. I love my R.E lessons and learning about different cultures. Being a Loreto student is great! The staff will always help us in everything we do.”

**Leon Henry, Pathways Third Year Student**

“Being a student at Loreto is a one-of-a-kind experience, never have I met so many varied interesting people, all with their own stories to tell. Everyone is so different and we all accept each other for our differences because that's what makes our community stronger.”

**Tamar Okunhon, Upper Sixth Student**

**“Loreto is amazing, great teachers, great resources and overall an amazing college to go to!”**

**Basil Hussain, Upper Sixth Student**



# What our staff say about Loreto...

“Loreto College has excellent values, for me they aren't just marketing strap lines, you can actually see them in practice in daily life here. I like that. I also like the fact that we have high expectations of staff which ensures our students get the best, and what is really important for me is the fact that there is a supportive environment which enables us to all work at our best.”

**Tom Harnell, Head of Hall and Teacher of Sociology**



“I love the supportive environment for both students and staff. I enjoy supporting students to become the best versions of themselves. Working at Loreto is a joy and a privilege.”

**Denise Martin,  
Student Support Officer**

“Proudly, I have been working at Loreto College for five years, and I could not see myself working anywhere else in the future.”

**Vicky Healy,  
Assistant Head of Department  
Health and Social Care**

“I enjoy working in such a big community that has so much to offer to its staff. The students are also amazing, they come from all backgrounds and levels of ability but are incredibly polite, well behaved and want to learn. I find that managers and colleagues are really thankful of the work done by us staff and this is really motivating.”

**Heather Whelan, Teacher of Criminology and Sociology and ex student!**

# What does Ofsted say about Loreto...



**Loreto College was most recently inspected by Ofsted in December 2022 and was rated as “outstanding” in all areas.**

We were very proud that Ofsted’s judgement validated the exceptional work of our staff and students, and this was very evident in the feedback provided and in our inspection report. Ofsted noted that ‘Students’ behaviour is exemplary’, that ‘Students benefit from an inclusive learning environment that celebrates their individual contributions to the college’ and that ‘Students who study at Loreto do exceptionally well.’ The inspection team also noted that ‘Leaders place a very high priority on staff mental health and well-being, including workload’ that ‘Leaders and managers are highly effective’ and that ‘A culture of continuous improvement suffuses the college at all levels.’



# About Loreto

## Our Mission and Ethos

Loreto College is centred in God, rooted in Christ and animated by the spirit of Mary Ward, the founder of the Institute of the Blessed Virgin Mary (IBVM). Our vision is that it will be an educational community where each person has the experience of being loved and valued as a sacred individual created by a loving God; a community where students enjoy an enriching and liberating education that helps them grow into the fullness of life and empowers them to be people of courage who are alive to the needs of humanity and committed to making a better world.

Loreto College has been based in Manchester since 1851. We are part of an international network of Catholic schools and colleges run by the IBVM, and a national network, Loreto English Education Network (LEEN), and are overseen by the Loreto Education Trust (LET).

All that we do is anchored in our seven Mary Ward values: freedom, justice, sincerity, truth, joy, excellence and internationality. We seek to develop the whole person, honing academic excellence alongside providing students with opportunities to develop spiritually, morally and ethically, to reflect on the world and their place in it, and to nurture their gifts and talents.

“Students have a very good understanding of life in modern Britain, allied to the Loreto values of justice, truth, excellence, sincerity, joy, freedom and internationality.”

**Ofsted 2023**





## College life

Loreto College has around 3800 students. We are a diverse and inclusive college; students join us from across Greater Manchester and come from a range of cultural, ethnic and socio-economic backgrounds.

We have inclusive entry requirements and believe in providing all that students need to better their life chances and those of their families.

Our students and staff benefit from our modern buildings, excellent facilities, and very well-maintained estate inside a gated campus. We work closely with our partnership high schools and have been oversubscribed for many years.

## College Leadership

The College is led by the Principal and the Senior Leadership Team and supported by highly experienced Senior Management and College Management Teams. All senior leaders/managers have an open-door policy, and welcome suggestions, ideas or concerns being discussed. Our Governors are very committed to the College and its ethos and work closely with the Senior Leadership Team.

“I find exceptional support from my Head of Department, and work within a culture of cooperation and mutual support within the department. I find senior staff to be positively responsive to requests and new ideas.”

**Simon Ibison, Teacher of Maths**



## Curriculum

The College offers a broad curriculum of over 40 A Level (or equivalent) courses, alongside Level 3 and Level 2 vocational qualifications and GCSE resits in Maths and English. Our Pathways Department delivers foundation courses for students with learning differences and/or disabilities to help them to develop literacy, numeracy, employability skills and independence. We offer a huge range of enrichment activities to our students from Coding Club to Duke of Edinburgh, Politics Society to Badminton. We aim to provide something for everyone.

The Curriculum Team help to manage the curriculum at the College which is organised into five faculties, with Heads of Faculties working closely with Heads of Departments, teaching staff and support staff. Our Inclusion faculty includes the Pathways Department and our Additional Learning Support (ALS) team who provide tailored support for students on mainstream programmes with Special Education Needs and Disabilities, and their teachers.

Collectively, alongside the Student Services team, departments have a long history of achieving excellent outcomes for our students including very impressive value-added scores. We believe this comes from our shared vision and from the collaborative planning, ongoing professional development and sharing of best practice within and between departments which ensures an outstanding experience for our students, alongside managing workload for our staff.



# Pastoral Care

We have a strong community ethos and commitment to caring for and developing the whole person and this is embedded through our Hall system. Students are allocated a tutor group and are placed within one of our 14 Halls.

Heads of Halls lead fortnightly assemblies, track and support students' progress, attendance, and attainment and support students with safeguarding or personal difficulties. Heads of Halls lead all communication with parents/carers and they work to support staff and students to achieve their very best.

All teachers are tutors and deliver a centrally planned and resourced tutorial programme on three key themes: Student Life, Safeguarding and Wellbeing, and Careers and Employability.

Tutor groups are made up of students studying courses across the college. Tutors act as advocates for their tutees and are able to support tutees to achieve well academically and personally.

Student Services also includes our Safeguarding and Student Wellbeing teams, along with our well-resourced Careers service and on-site Counselling staff.

“Tutors are always friendly and attentive and will support you with almost anything. Mental health resources are particularly well provided, and Heads of Hall are professional when supporting struggling students.”

**Charlotte Boggia, Upper Sixth Student**

## Chaplaincy

Students and staff of all faiths and none are welcomed to our Chaplaincy area where they can gain support from our vibrant Chaplaincy Team. The Chaplaincy area provides a quiet space, the chance to chat to a Chaplaincy Team member, and opportunities to reflect spiritually with daily morning prayer and weekly mass.

The Chaplaincy Team also helps to organise liturgical events, college charity initiatives, the annual staff retreat and trips for students, such as Lourdes and Taize.



“Loreto offers an enriching experience with lots of opportunities available. We enjoy a very welcoming and bright environment.”

**Frances Luman, Lower Sixth student**



# Enabling Departments

Collectively known as the Enabling Departments, the work of the College is facilitated by our superb enabling teams which include: Cross-College IT, Software Development, Library and Study Centres, Exams, Finance, CIS, Administration, Reprographics, Premises, Catering, Technicians, Payroll and Human Resources and the college's Learning & Development and Sustainability & Environment Managers.

The Enabling Departments have responsibility for enabling the core business of the college, teaching and learning, to take place in an efficient and effective way, whilst also ensuring it takes place safely, legally and to the highest standards.

The teams provide excellent support to teachers and students for activities, processes and the day-to-day work of the college.

The enabling teams are also responsible for the logistical organisation of all internal and external large-scale events.

## Governance

We have a very committed, involved and experienced Governing Body that sets and monitors the strategic direction of the College. The Governing Body and its sub committees are involved in the strategic planning of finance and accommodation matters and are well informed of curriculum and pastoral matters through robust quality assurance processes at regular intervals through the year.

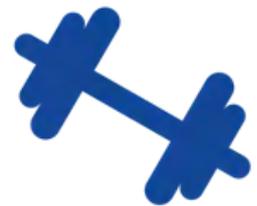


# Employee Benefits and Perks



# Health and Wellbeing

- Free onsite parking and excellent transport links
- Cycle to work and technology schemes
- Regular complimentary wellbeing activities including fitness classes such as yoga, Pilates, HIIT badminton and Thai boxing, as well as a range of craft workshops
- Discounted gym membership and discount on fitness retailers
- Staff Mary Ward Day: annual wellbeing day where staff choose from a range of activities to participate in or benefit from some 'me' time
- Apps: Salary Extras and The Headspace app: available to all staff

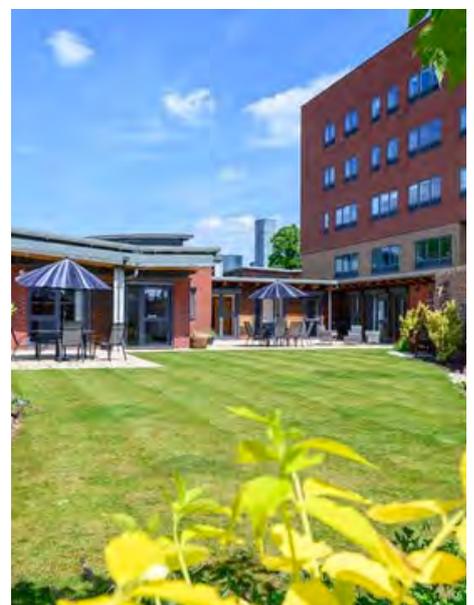
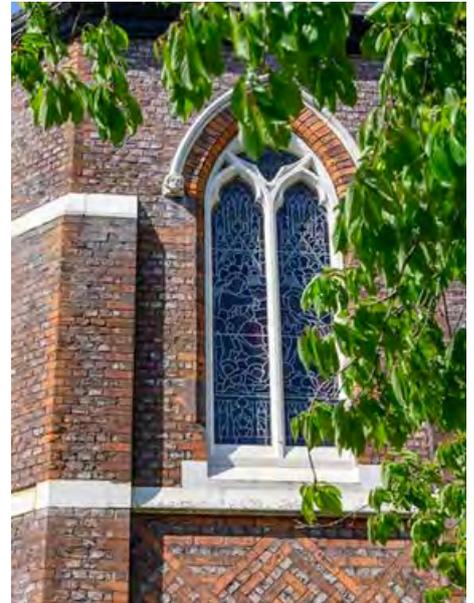


## Employee Assistance Programmes

- Employee Assistance Programme with access to counselling, physiotherapy and virtual GP appointments
- Loreto is also part of the Manchester School's Alliance and as a member, employees can access Health Assured. This provides access to 24/7 counselling, legal and financial information, manager support and coaching, and online wellbeing mini health checks

# Community

- Six staffrooms across campus, (including a designated quiet room) each with kitchen facilities, computers, printing and photocopying
- Two onsite cafeterias providing hot and cold food and a coffee pod serving hot drinks and snacks
- Regular staff voice and opportunities to engage in focus groups and/or participate in the staff workload committee
- Annual staff celebratory events, including Christmas and summer cheese and wine events, summer fair and staff social events
- Communal lunch time for staff
- Complimentary lunch or meals during college events and parents' evenings
- Invitation to daily prayer, weekly mass on site and the annual staff retreat
- Complimentary tea, coffee in all staff rooms
- Invitation to Loreto York Induction to learn more about our ethos and values



“I enjoy working in the friendly, welcoming environment we have here at Loreto, which really feels like a community. There are lots of wellbeing activities offered at Loreto to help wind down after a busy day, and it means you can meet staff from different departments who you wouldn't see on a day-to-day basis.”



**Olivia Lavelle, Head of Department Law**

“This is my seventh year at Loreto. I have been lucky enough to have a number of different roles during my time at the college. During the academic year there is plenty to be involved with and there is always something new to learn and plenty of different events in the calendar that make Loreto a lively and interesting place to work. Loreto is a welcoming, vibrant, diverse, friendly and caring community to be involved with.”

**Jenny Ward, Admissions Manager**

“Having joined Loreto as a new graduate, I have progressed to new and additional roles over the last ten years, and have developed both personally and professionally more than I ever expected. This is due to the support and opportunities available to staff at Loreto. I can honestly say that I thoroughly enjoy the pace, challenge and diversity of my role, as well as working alongside outstanding colleagues and wonderful students.”

**Lauren Hudson, Exams Officer**



“I find Loreto an enriching and fulfilling place to work. The support and encouragement from colleagues are fantastic. Staff work together as a team and are very supportive of each other. There are plenty of opportunities to get involved with things outside of your day-to-day role. Personally, I have had a wide range of opportunities to broaden my experiences which have enabled me to progress in my career.”

**Helen Cross, Head of Hall and Careers Manager**

# Recruitment Process





# Recruitment Process

Loreto College strives to recruit the best candidate for each vacancy to enable the College to deliver outstanding teaching and learning and high-quality services. Candidates will be appointed on merit in accordance with the College's Equal Opportunities Statement and Safer Recruitment and Selection policy. 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. If you require any reasonable adjustments to attend an interview, please contact the HR Department.

Loreto 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 illustrative, 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 required for the role. 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, applicants' suitability to be shortlisted for the next stage of the selection process.

The person specification is particularly important when completing the supporting statement, 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.

You may find it helpful to refer to the job description and person specification as you complete the application form and supporting statement (outlined below).

## Application Form

All applicants are required to complete the application form as information supplied in the same format ensures our compliance with our Equal Opportunities Statement and Safer Recruitment and Selection policy. Read through all the documents carefully and consider to what extent you have the necessary skills and experience.

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.

# Teaching Posts

Applicants for teaching posts can be expected to prepare for a formal interview, a micro-lesson observation (usually around 25-30minutes, all relevant details will be shared in advance) and an assessment task (where candidates will be asked to assess examples of students' work).

For teaching posts with additional responsibilities e.g. Head of Department or above, additional tasks may form part of the recruitment process.

# Enabling Posts

Applicants for enabling posts can be expected to prepare for a formal interview, and a task or in-tray exercise relevant to the role.

# Shortlisting

Shortlisting is usually completed within a week of the closing date for applications.

When the short list has been agreed, invitations for interviews are sent to the selected candidates. The interview will usually be held within four weeks of the closing date. For some posts, additional tasks or assessments may form part of the recruitment process. You will be informed of these when invited to attend for interview.

If you have not received an invitation to attend an interview within four weeks of the closing date, you may assume your application has been unsuccessful.

For posts that are exempt from the Rehabilitation of Offenders Act 1974 shortlisted applicants will be required to declare:

- All unspent cautions and convictions cautions.
- All adult cautions and spent convictions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

More information can be found in our Safer Recruitment and Selection Policy and detailed guidance will be provided about this should you be shortlisted for interview.





## Interviews

Interviews for all College posts are designed to explore an applicant's ability to perform the duties of the post, and consider issues relating to safeguarding, promoting the interests of young people and vulnerable adults, and an applicant's attitude towards our mission and ethos.

Therefore, you should be prepared to answer questions on these areas. There will be an opportunity for you to ask questions about the job and College life.

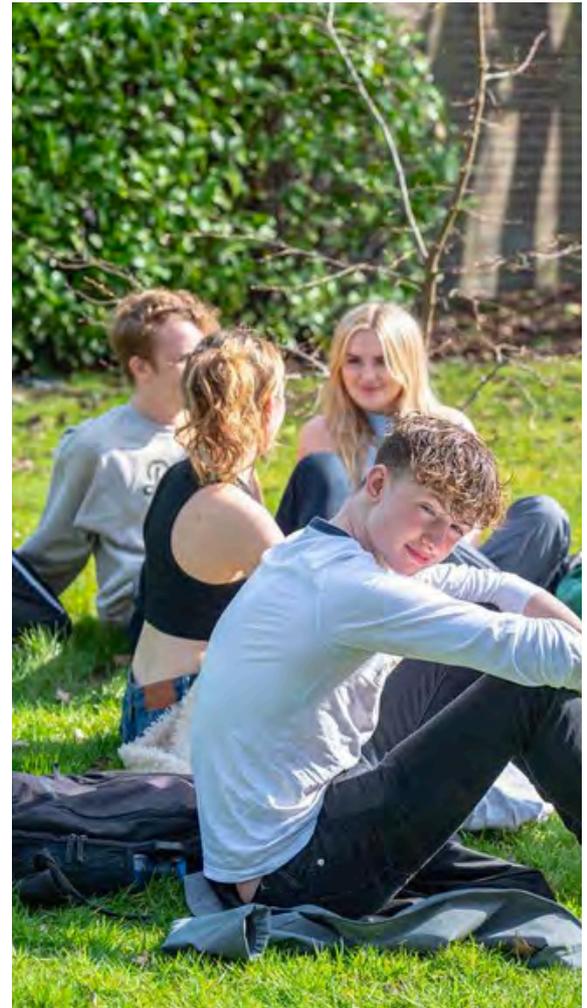
# References

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 requested 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). If you are a student, please provide an academic referee. Character references will not be accepted.

If you are shortlisted, any relevant issues arising from your references will be taken up at interview. Normal College practice is to contact referees following shortlisting for interview.

If you wish to discuss this further please contact Loreto's HR Department.



# Selection for Appointment

The successful applicant will be contacted as soon as possible and must confirm in writing, or via email, the intention to accept or decline the post. Failure to confirm in writing will result in the offer of employment being withdrawn. All offers of employment are provisional upon satisfactory employment references and satisfactory enhanced Disclosure and Barring Service (DBS) disclosure, including check of barred list and verification of identity and confirmation of your right to work legally in the UK.

## 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: [recruitment@loreto.ac.uk](mailto:recruitment@loreto.ac.uk) Tel: 0161 226 5156 ext: 3277

## **For further information**

Please navigate to our website for our policies  
and relevant sections:

<https://www.loreto.ac.uk/college-policies/>



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