



HUDDERSFIELD NEW COLLEGE

Applicant Information Pack - Support Staff





WELCOME

Dear Applicant,

Welcome to your potential future career with Huddersfield New College – or as we are more often known, HNC!

I would like to thank you for your interest in one of our current support staff positions. This short pack shares more about the position and our award-winning College.

Our outstanding staff team is at the heart of the nationally leading results our students achieve. Each year over 1200 young people graduate from HNC and progress on to their next step, having achieved their academic potential and the grades that enable them to realise their ambitions.

Now is an incredibly exciting time to be joining our vibrant and diverse College community. As a member of support staff you will be part of the TES Sixth form College of the Year and be part of an enthusiastic team who all share a genuine commitment to seeing young people achieve their dreams, sometimes in the face of some real challenges.

Our support to ensure our young people succeed is extensive. We ensure that each and every individual student can take advantage of the exceptional opportunities on offer through a comprehensive package of support. Our young people are genuinely well behaved, respectful and polite individuals who want to attend College and want to learn. This pack shares a little more about how our pastoral care and support systems ensure that students can benefit from our outstanding academic experience.

I am proud to be HNC, and be part of a team of diverse staff with a common goal: to make a positive difference to the lives of young people. Working here can be at times demanding, but also incredibly inspiring and rewarding.

We recognise and reward their exceptional hard work, and fully support our colleagues. You can expect to be joining a welcoming teaching community, with first class CPD, and fantastic resources to carry out a first class job. If you are inspired by the moral purpose to our work, and feel you have the skills to ensure our young people can benefit from a world-class educational experience, we would love to hear from you.

Finally, I would like to say that I do appreciate the time it can take 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 faithfully,

A handwritten signature in black ink that reads "Angela Williams". The signature is written in a cursive, flowing style.

Angela Williams OBE
Principal



ABOUT HUDDERSFIELD NEW COLLEGE

Huddersfield New College (HNC) is the TES Sixth Form College of the Year 2019, an Ofsted outstanding provider and the Number 1 Organisation in the UK for Equality and Diversity.

These awards recognise the exceptional outcomes our students achieve, and how the life-changing opportunities available to them transform their futures.

HNC is unique, with nationally leading results. This short summary information provides some background information you may find useful in relation to your application.

A UK leading, award winning institution

We are an Ofsted outstanding institution, with a range of awards that reflect how our young people enjoy an experience that ensures they achieve their ambitions. Points of interest include:

- Our Class of 2019 achieved record breaking results with a 100% pass rate at A Level and BTEC and a 68% high grade rate (A*-B or equivalent)
- For four years running we have been named the UK Organisation of the Year for Equality and Diversity in the National Centre for Diversity Grand Awards – against competition from large public sector organisations and blue-chip companies
- In 2019 we have been named as the Sixth Form College of the Year 2019, and our Principal, Angela Williams was named UK Leader of the Year 2019 at the Educate North Awards
- Nearly 8 in 10 of our students progress to university, despite the fact that 35% of our young people come from deprived backgrounds
- 95% of our students and parents would recommend HNC to others

An outstanding, diverse choice of study programmes

Our College offers young people a huge range of study options. Although HNC is an academic sixth form college, our curriculum offer includes Level 1 and Level 2 programmes, with young people on these programmes often remaining at College to progress to Level 3.

Uniquely, students can opt for a mixed study programme and can combine A Level and BTEC qualifications. The majority of our BTEC qualifications are available as 1, 2 or 3 A Level equivalents meaning they can be studied as full -time programmes or alongside A Levels.

Students at HNC often choose to combine a mix of A Level and BTEC qualifications. More academically able students are stretched and challenged through our Aspire programme which provides the inspiration, support and cultural experiences that ensure students can compete for places at leading universities and degree level apprenticeships.

This flexibility in study programmes ensure our students flourish and succeed. Our progression rates from BTEC to university is nearly twice the national average and our high-grade rates (A*-B, or equivalent) in 2019 was 68%.



Supporting students to succeed

We understand that happy students are ones that succeed. you will be joining an institute that fully supports students inside and outside of the classroom

Our pastoral provision is outstanding. All students are assigned a Progress Tutor, and the team work closely with curriculum staff to ensure that students succeed and meet our high expectations. Procedures are in place that ensure any identified achievement or behaviour concerns are identified, with in house support including a Student Welfare Officer and Mental Health Champion.

Student behaviour is excellent. Our young people want to learn, attendance is excellent and our young people are enthusiastic and motivated to achieve, offering our teaching staff a pleasant and inspiring working environment.

Our young adults are given freedom to grow and mature, whilst learning in an environment that is safe and secure. Our safeguarding systems for supporting at risk students are robust. Parents/ Carers remain an important part of a student's educational journey, with regular Parent Evenings and an online portal which allows them to log in to keep up to date with progress.

The Campus and teaching facilities

Our fantastic facilities support an outstanding experience for our students through facilitating outstanding learning opportunities. Onsite facilities include a Sports Hall, and Sports Barn, Multi Gym, Media Editing Suite and a Childcare and Education Suite. Recent investment saw the introduction of a Starbucks Café, increased social space, and a redeveloped Learning Resource Centre.

In summer 2019 we will be created a new Lecture Theatre space to accommodate our growing number of external visitors and speakers.

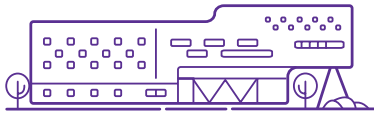
HNC is located in an area of stunning natural beauty, and our spaces undergo a programme of regular investment and refurbishment.

All departments have dedicated offices for staff, along with a main Staff Room for staff.

Staff structures

Our College support staff teams ensure that College can run effectively, students are supported and we enjoy a welcoming and safe environment. Our support staff teams are varied, including our Estates team, Student Services, Exams, Pastoral, Finance, Marketing and School Liaison and Student Support, amongst many others. Each of our support teams provide a vital role in ensuring an outstanding experience for all of students.

Our teaching staff are each part of a curriculum area with a Head of Department who reports directly into our Vice Principal. Where possible subjects are taught in their curriculum areas within dedicated Campus buildings.



HNC is an oversubscribed College, and the majority of our staff have opportunity to support our interview and recruitment process.

CPD

All of our staff benefit from an ongoing programme of professional development and training. In addition to our College wide CPD, there is opportunity to take part in bespoke training relating to your role.

Being an HNC colleague

HNC is genuinely a supportive and welcoming place to work. We understand that happy, healthy staff are ones that can excel in their work. Working at a College can be really demanding, but we also believe that a work life balance for employees is vital. HNC is an incredibly rewarding environment where you will be part of something that transforms lives! You can expect:

- Support for health and well-being including a Staff Well-Being Programme which offers activities such as Christmas wreath making, a charity running club and social events
- Childcare Support Scheme
- Ample free onsite parking, and a pleasant working environment
- Staff voice is crucial at HNC, and we run regular surveys and panels and work closely with the relevant unions
- Access to an external counselling service and our onsite services for students such as Locala

Huddersfield New College
New Hey Road
Huddersfield
HD3 4GL

☎ 01484 652341
✉ info@huddnewcoll.ac.uk
💻 www.huddnewcoll.ac.uk
📘 www.facebook.com/huddnewcoll
🐦 @huddnewcoll





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.

Other information

Huddersfield New College is 'Disability Confident Leader' employer and we are committed to fulfilling the disability provisions of the Equality Act 2010. We will make reasonable adjustments to enable a shortlisted candidate to attend the interview. We are committed to equal opportunities and safeguarding young people. Applications are welcomed from all sections of the community.

Please note that references may be requested from your current and previous employers for shortlisted candidates, in advance of interview dates.

Information regarding recruitment and selection policies is available on our website
<https://www.huddnewcoll.ac.uk/about-us/job-opportunities>

Job Description

Job title	Examinations Manager
Job reference	HS2021/xx
Team	Examination Services
Line Manager	Vice Principal Corporate Services and Planning
Remuneration*	Range 21 – 23 of the NJC pay spine for Support Staff £30,818 - £32,517 Reduced pro-rata to £26,554.94 - £28,008.37
Contractual*	37 hours per week Term time only plus 5 days

* 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 this role

1. Lead the Examination Services team, including the invigilation team
2. Provide a highly professional examination service for students, parents, staff and stakeholders
3. Ensure continued compliance with all JCQ and awarding body regulations and deadlines
4. Proactively contribute to the development of processes and systems which support the service area

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.

Line Management and Quality responsibilities

1. Line manage the Examinations Officer, ad-hoc Examinations Administration support team and invigilators
2. Produce the annual self-assessment report and quality improvement plan for the Examination Service

Role responsibilities

1. Operationally lead the service area, including developing working and system methods, ensuring the delivery of consistently high standards of customer service and compliance
2. Lead the logistical planning and organisation of examination series including seating and room/staff resourcing
3. Ensure the completion of all examination and external assessment registrations and entries by published external deadlines

Job Description

4. Lead the team in responding to all enquiries from students, parents, staff, stakeholders and external bodies regarding the examination service, including the production of high quality and corporate correspondence
5. Produce policies and protocols covering all aspects of the examination service area
6. Create examinations base data in the College's student records system to facilitate planning for internal and on-demand assessments
7. Recruitment and training of the invigilation team
8. Produce reports using the College's student records system
9. Inputting and maintenance of students' examination information in the College's student records system
10. Support the Vice Principal Corporate Services and Planning with the organisation of examinations calendar events e.g. results day
11. Provide information to the Finance Office for the invoicing of examination fees where required
12. Assist with the preparation for internal and external audit and inspection processes for the service area
13. Maintain accurate records relating to all elements of the function and operate an appropriate filing system (electronic or otherwise)

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



Job Description

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

Job Description

Person Specification

Person Specification	Essential	Desirable	Method of Assessment
Education and Qualifications			
Educated to Degree level or significant practical experience		√	Application
Educated to level 3 (A level or equivalent)	√		Application
Experience			
Significant experience in dealing with Examinations & Awarding Bodies, including the delivery of a successful examination function	√		Application/Interview/References
Experience in the field of computerised student records systems	√		Application/Interview/References
Considerable experience of using Microsoft Office and a range of other IT packages. Highly computer literate	√		Application/Interview/References
Experience of leading and managing an administration team (or other similar teams such as operations, logistics or technical teams)		√	Application/Interview/References
Skills and Knowledge			
Strong leadership skills, and the ability to drive change	√		Application/Interview/References
Ability to communicate effectively to a range of audiences (internal and external) through good inter-personal, written, oral and presentation skills	√		Application/Interview/References
Excellent levels of accuracy and attention to detail, applying quality assurances where appropriate	√		Application/Interview/References
Attitude and Personal Qualities			
Strong team building skills with the ability to work as a strong team member to provide a seamless, customer focussed service	√		Application/Interview/References
Initiative and ability to prioritise workload and that of others to meet deadlines when under pressure	√		Application/Interview/References
Adaptability to changing circumstances and new ideas	√		
Able to follow direction and work in collaboration with other leaders	√		
Ability to evaluate own development needs and to address them	√		
Efficient and meticulous in organisation	√		
© Commitment to HNC Vision and Values	√		Application/Interview/References
© Commitment to the Safeguarding of young people	√		Application/Interview/References
© Commitment to Equality and Diversity	√		Application/Interview/References
© Suitable to work with children	√		Enhanced DBS Clearance/References

Job Description

