



Varndean
College Brighton & Hove



Recruitment Information Pack

VICE PRINCIPAL

Closing Date: Friday 9 February 2018, 12.00 noon



Welcome from the Principal

Dear Applicant

Thank you for taking the time to express an interest in Varndean College, a community of likeminded professionals who have a long history of placing students at the heart of all we do. Varndean College is proud of its traditions of:

- offering a broad inclusive curriculum that can meet the needs of most school leavers
- providing opportunities for adults to re-engage with education
- providing a supportive environment in which students flourish
- achieving outstanding results and enabling students to make progress beyond expectation

We seek to foster a love of lifelong learning in our students and our staff. To assist us, we wish to appoint someone who shares our love of learning. Someone with ambition who sees this appointment as a stepping stone to achieving their ultimate goal of becoming a college Principal. Someone who is determined to ensure we continue to put the student experience at the centre of what we do. If you feel passionate about education and you match the wish list above I would really like to hear from you.

Our Mission

The main purpose of Varndean College is to be a centre of excellence and first choice college for the community of Brighton & Hove.

“Varndean College will, through the quality of its provision and support for a diverse community, encourage and inspire all its students to fulfil their potential.”

Our Public Value Statement

“We seek to add value to the social, economic and physical well-being of the community we serve, locally and globally by engaging students, educating and developing them successfully in accordance with our core values and mission statement, so that they themselves, by virtue of their success, are in turn able to benefit the community.”

These are not just fine words. In order to be what we want to be, the College sets high standards for both staff and students and 2016/17 was once again another good year for students. The progress made by students on A, AS level and the IB is outstanding. 79.6% of A level entries achieved a grade equal to or higher than the ALPS target grade. The College is placed second, for the second year in succession, in the Government’s National Performance Table for Sixth Form Colleges for value added. Our IB students perform exceptionally well, the average point score this year was 36.2 – six points ahead of the world average. 36 points is taken by most universities to be equivalent to three A grades at A level. During the ten years we have been offering the IB award three students have achieved the maximum score of 45 points, something only around 150 candidates worldwide achieve annually.

Historically, Varndean College has been the sixth form for the Brighton Schools. A great number of our students arrive having achieved very high standards at Key Stage 4, but alongside this a significant proportion come with some aspect of learning difficulties and /or disabilities and some come from areas of deprivation. Our College serves an area which includes wards with the highest levels of deprivation in England, as well as some of the most affluent. Varndean College accepts students from across this spectrum; we are proud of our commitment to the young people of this City, irrespective of post code, and will not be deflected from our foremost priority. Despite years of underfunding I continue to believe that education is a powerful force for greater equity and equality in society and that these agendas can be, and should be, pursued with the same vigour as the excellence agenda.

If you feel that you can make a positive contribution to our College, please apply online via our website, www.varndean.ac.uk/vacancies. I look forward to reading your application.

Should you have any queries, please do not hesitate to contact me.

Yours faithfully



Dr Phil Harland
Principal

To Apply

- Application is by completed application form, available on our website, www.varndean.ac.uk/vacancies Please also make sure you also complete an Equal Opportunities Monitoring Form.
- Completed application forms should be emailed to hr@varndean.ac.uk by **12.00 on Friday 9 February 2018**

The college is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff employed by Varndean College are subject to an enhanced DBS check.

Interview Dates & Schedule

Day One - 28 February 2018

Each candidate will undertake two sessions in the morning and two in the afternoon on rotation. Candidates will also have opportunity to have a tour of the College.

Assessment A	Student Services
Assessment B	Curriculum
Assessment C	Students
Assessment D	Presentation

At the end of the first day, successful candidates will be invited to attend a further assessment the following day.

Day Two - 1 March 2018

Assessment E	Panel Interview with Principal, Vice Principal Curriculum, Chair of Governors and HR
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About Varndean College

Varndean College is a popular and successful Sixth Form College based on the outskirts of Brighton with approximately 1600 students aged 16 to 19 years, 70 of which are from overseas. It also opens its doors to the community by offering a wide range of adult education courses, as well as providing Family and Community Learning at several outreach centres within the City. Full-time Access to Higher Education Diploma courses also have places for up to 40 mature students.

The College draws largely from Brighton and Hove's secondary schools, but also from a wide range of schools in East, West and Mid Sussex, as well as the independent sector and overseas. This all makes for a lively and cosmopolitan mix of students.

Curriculum and Achievement

Varndean College specialises in the provision of academic and general vocational education for the 16-19 age group. At Level 3 it currently offers 33 A level subjects alongside a choice of vocational qualifications. Varndean is also the only state-funded sixth form college in the area to offer the International Baccalaureate Diploma which is now in its tenth year of being run. At Level 2 about 140 students follow various vocational courses and a range of core GCSEs.

In addition to examination courses and tutorial work, a broad programme of enrichment activities is available to students, including sporting activities, art, drama, music, political and environmental issues, work experience and volunteering. There is an extensive range of day, residential and international trips and good support for students to organise their own clubs and societies. A thriving Student Union enables students to contribute to the development and improvement of the College as well as the organisation of social and fundraising activities. The work of the College in the areas of environmental and international education has been recognised through national awards.

The College has a distinguished record of achievement over a number of years. In 2017 the A level pass rate was 97.8%, with more than half of our students obtaining A*-B grades and 78% achieving A*-C grades. More than two thirds of subjects achieved 100% pass rate. Students on the International Baccalaureate programme achieved some of the best results in the UK with an average score of 36 points, which is the equivalent to 3 A grades at A level. Three of the students achieved 44 points, putting them in the top 1% of over 90,000 students worldwide. Success rates and high grades for vocational courses are similarly high. We are particularly proud of the fact that, at Varndean College, students do significantly better than expected, based on their GCSE results.





Ofsted Inspection 2016

An Ofsted inspection in September 2016 confirmed Varndean College once again as a good college. Inspectors commented that:

- Teachers have worked successfully to ensure that progress made from starting points by students on A Level courses remains outstanding and that progress on the International Baccalaureate course is also outstanding.
- Students studying at Level 3 benefit from a broad curriculum choice that allows a good range of combinations of academic and vocational courses, in addition to the highly successful International Baccalaureate programme.
- Students enjoy being at the college and value very highly the inclusive, tranquil atmosphere.
- Teaching, learning and assessment are of a consistently high standard and students enjoy the vibrant and challenging lessons they attend.



Staff

As at January 2018, the College staff consists of 113 full and part-time teaching staff and 102 full and part-time support staff, plus an additional 50 Adult Education tutors. The Principal, Dr Phil Harland is supported by two Vice Principals (including this post) and a Business Director.

Curriculum subjects are organised into five areas each led by a Head of School, with two Assistant Heads of School. Programme Leaders are responsible for individual subject areas within the schools. Teaching staff are supported by departmental technicians, IT technicians and administrative staff. The Additional Support Team provides in-class support and individual support to students. Support staff teams include Human Resources, Finance, Marketing, Registry and Site Maintenance. There are extensive opportunities for professional development and effective processes for induction of new staff.

Support and Guidance

In addition to the support through their academic courses, Core Studies teachers provide regular one to one meetings to monitor progress and support students' progress. There is excellent additional learning support, including general support for learning difficulties, more intensive support for students with EHC plans and a well-being service. Students have comprehensive guidance and support on careers and higher education.

Varndean works in close partnership with parents. Parents have access to an on-line tracking system, receive regular up-dates on student progress, attend a series of parent's evening and are contacted whenever necessary. The college is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.

Accommodation and Facilities

The College's attractive building is situated on an impressive site at the head of a large green campus just 10 minute's drive from Brighton city centre, with good public transport links, both by bus and rail. A regular bus service stops outside the College gates and Preston Park railway station is approximately a 15 min walk away. There are views to the south over the city and to the sea.



The College's facilities include:

- Library & Careers Centre
- Open Access IT facilities, dedicated IT based teaching rooms and networked computer access in all classrooms
- On-site canteen serving range of hot meals, salads and snacks
- Fitness suite (available for staff and student use)
- Free on-site parking
- Extensive playing fields for organised sports



Job Description

Job Title:	Vice Principal Student Services
Responsible to:	Principal
Responsible for:	Safeguarding (Designated Lead) Equality & Diversity (Designated Lead) Student & Parent Communications Overarching responsibility for Student Admissions and Student Services which may include: Library Careers Additional Support Student Welfare Marketing Core Studies (tutorial)
Team Membership:	Principalship
Banding:	SCFCA Leadership Spines 12-16
Salary:	£58,400 - £64,211 per annum
Contract:	Full time, permanent

This job description may be reviewed and amended in consultation with the post holder in the light of any changes in the requirement and priorities within the College.

Main Purpose of Role

To provide leadership and a strategic focus on the development of a learning environment and College culture which affords all students a high quality experience. The Vice Principal for Student Services is responsible for overall pastoral support for students within the College. As the designated senior manager for Safeguarding and Equality and Diversity, the VP of Student Services will ensure that the College complies with its statutory duties and meets internal and external accountability measures in both these areas. In particular the Vice Principal will:

- Be a member of the Principalship
- Assist the Principal in leading and managing all aspects of the College
- Undertake such duties as are delegated by the Principal
- Play a major role, under the overall direction of the Principal and in collaboration with all members of the Leadership Team, in formulating and reviewing the College's Strategic Plan and its aims and objectives by:
 - Establishing the policies through which they shall be achieved
 - Leading and managing staff and resources to that end
 - Monitoring progress towards their achievement
 - Contributing to quality assurance and self-evaluation
- The Vice Principal will be responsible for providing professional leadership which:
 - Sustains the College's continuing improvement
 - Secures a high quality education for all its students and enables them to achieve their full potential in terms of academic, social, emotional and cultural development
 - Forges further collaboration and partnership across local networks.

Leadership

- To lead the strategic planning of student services in order to meet the needs of young people in Brighton & Hove and ensure that the College thrives and prospers
- To provide leadership for the development and implementation of equality, diversity and inclusion policies and strategies across the College
- To co-ordinate and further develop all aspects of high school liaison and student admissions
- To lead and coordinate the provision of effective services for students that meet their needs and contribute to their chances of success in their studies
- To provide leadership and representation for the College on local collaborative groups
- To deputise in the absence of the Principal as required.

Management

- To oversee the management of student services functions
- To ensure the overall efficiency and effectiveness of all information, advice, guidance & support services to students
- To ensure the development and implementation of the College's marketing strategy, including the effective organisation of College events and activities involving parents, students and high schools
- To oversee the resource planning and operational efficiency of information, advice, guidance & support services to students
- To undertake investigations into complaints and major incidents
- To ensure the efficient and effective delivery of a range of student centred services
- To liaise with high schools to ensure effective working relationships and the smooth transition of pupils into the College

Equality & Diversity

- To ensure that Varndean College meets its obligations with respect to equality and diversity, both as an employer and as a provider of education, so that all staff are able to fulfil their potential through training and development, have fair access to promotion and good employment practices; and all students have fair access to provision that meets the needs of the diverse community, are able to fulfil their potential and have fair access to entry, progression and achievement

Safeguarding

- Be the Designated Safeguarding Lead, chairing meetings of the Safeguarding Team, taking strategic responsibility for safer recruitment of staff and student casework and ensuring all relevant legislation is adhered to. Lead on safeguarding cases involving Varndean staff including allegations, disclosures, discipline or concerns.
- To ensure that the College's systems and procedures are implemented in order to;
 - protect children and vulnerable adults from abuse or neglect
 - Prevent impairment of health and development
 - Ensure that the College promotes healthy lifestyles and provides opportunities for young people to learn how to keep themselves safe

Working with the Vice Principal Curriculum you will;

- Ensure the development of integrated systems for the support and development of students' learning
- Promote development and innovation in teaching, learning and assessment, and share good practice and to support, mentor and coach managers and teaching staff to raise levels of student success
- Develop systems that monitor the effectiveness of the organisation and delivery of learning
- Evaluate the impact of staff development and sharing of good practice on teaching, learning and assessment
- Direct the further development of marketing activities, including internal communications and student recruitment
- Further promote the development and implementation of equality, diversity and inclusion policies and strategies

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the grading of the post.

Person Specification

Essential and Desirable criteria for the post of **Vice Principal – Student Services**.

The successful candidate will be able to demonstrate that they meet the following criteria:

Qualifications and Knowledge

- A degree and postgraduate teaching qualification
- Evidence of further professional development
- A thorough and up to date knowledge of current developments, issues and debates in post 16 education
- Knowledge of the 6th Form Colleges' funding methodology
- Knowledge of programmes of study
- Knowledge of safeguarding
- Understanding of the Quality Cycle and how it contributes to the College's success
- A strong vision of what 'Outstanding Student Services' looks like and how this can be achieved
- Knowledge and evidence of implementing equality, diversity and inclusion within an educational environment

Experience

- Experience of management in an educational environment including change management
- Experience of promoting and successfully managing change
- Experience of setting and managing budgets of a significant size
- Experience of working in FE, especially in a sixth form college
- Successful experience of initiating change in student service standards and/or teaching and learning
- Experience of dealing with child protection/safeguarding issues
- Substantial experience as a teacher

Skills and Qualities

- A proven track record of effective leadership
- Ability to inspire and motivate staff and students to enable Varndean to become an outstanding college
- Vision, imagination and creativity
- Drive, energy and the ability to deliver to agreed timescales
- Outstanding communication and inter-personal skills

- Understands the importance of and has the ability to align people emotionally to the vision, both now and in the future.
- Ability to motivate people to get involved in creating the vision
- A commitment to open management and teamwork
- A commitment to equality of opportunity
- Ability to create an open and supportive working environment
- Positive and passionate about change and eager to engage colleagues as change agents
- The ability to use tact, diplomacy and discretion and exhibit sound judgement
- An ability to build relationships in order to build success
- Significant data handling and IT skills

January 2018

The College has a strong commitment to working towards the achievement of equality of opportunity and 'safeguarding' in both service delivery and employment. All employees are required to actively support and implement the College's Equal Opportunities Policies



Senior Postholders - General Information: Terms & Conditions

Job Title: Vice Principal - Student Services

1. Contract

This post is offered as a permanent contract of employment from 1st September 2018. Contractual arrangements for this post determining conditions of employment are as agreed between the Sixth Form Colleges Association (SFCA) and staff representatives at national level.

2. Hours of Work

The College day commences from 8.40am to 4.20pm. You will be employed in full-time service by the College in the capacity of Vice Principal. This may include 4.5 hours of teaching per week.

You will be expected to work such hours as are reasonable and are necessary for the proper performance of your duties.

3. Salary

This post is paid on the SFCA Leadership pay spines currently on a range- £58,400 -£64,211 per annum (points L12 to L16). Appointment on the salary scale will depend on relevant experience and qualifications.

Salaries are paid monthly in arrears through the BACS system directly into the bank or building society account of each member of staff.

4. Annual Leave Entitlement

A minimum annual leave entitlement of 37 days holiday per year (depending on teaching hours), plus 2 extra days at Christmas and 8 bank holidays.

5. Pension Entitlement

All employees automatically become members of the Teachers' Pension Scheme unless they decide to opt out. Members of the scheme are required to contribute 11.3 % of their pay and Varndean College will make a further contribution of 16.48% of the pensionable pay.

6. Notice Period

The minimum periods of notice for termination of this contract by the College or by the employee are as follows:

- In the summer term (ending 31 Aug) – 4 months
- In the autumn term (ending 31 Dec) and spring term (ending 30 Apr for this purpose) – 3 months.

7. Pre-appointment Checks

This appointment is subject to satisfactory references, proof of identify and eligibility to work in the UK, an enhanced DBS Disclosure, satisfactory medical questionnaire and presentation of original qualification certificates.

8. Probation

Confirmation of your appointment will be subject to satisfactory completion of a period of probation of 9 months. During this period, you will be expected to establish your suitability for the appointment.

8. Protection of Children and Vulnerable Adults

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring (DBS).

The nature of this post requires the College to undertake an enhanced DBS check on the appointed candidate for any convictions which make it undesirable for the candidate to undertake this post. **Under the terms of the check you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the rehabilitation of Offenders Act 1974.**

January 2018



Guidance Notes for Applicants

Please read these guidance notes carefully before completing your application form, along with the information about Varndean College, the Equal Opportunities and Recruitment of ExOffenders information. You must also read the job description and person specification to help you decide if you are a suitable person for the job.

Application methods

Our application form is available in two formats – Microsoft Word and Adobe PDF. You can download a form from our website or request a copy by emailing hr@varndean.ac.uk or telephoning 01273 546637. The application form is an important part of the selection process. Please complete it as fully and accurately as possible. Please do not send us your CV.

Completing the application form

The application form should be completed in black ink or type. You are advised to read through each section carefully.

- **Personal Details:** Make sure that your name and address, with your telephone number and email address is legible.
- **Current or Most Recent Employment:** Provide details of your current or most recent employment and briefly describe your key duties and responsibilities.
- **Previous Employment:** Starting with the most recent first, list all the employers you have worked for, providing the period you worked for them, your job title and key responsibilities. If there has been a gap in your employment record please account for this in your application. Continue on a separate sheet if necessary.
- **Education and Training:** Please complete as fully as possible, giving details of all formal qualifications obtained from secondary school onwards.
- **Other training and professional qualifications:** Provide details of any other training or professional qualifications you have gained.
- **Membership of Professional Institutions:** You may be a full or student member of a professional organisation, so please state the membership category. You may also state details of any lapsed membership.
- **Further Supporting Information:** This is the most important part of the application. You should use this section to demonstrate your suitability for the job. Complete this section as fully as possible outlining how your skills, knowledge and experience meet the essential requirements for the job. Read the job description, person specification and the advertisement to make sure you know the type of person we are looking for. Use the criteria in the person specification as headings and give examples of your experience and skills under each heading. You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment. You can supply further information on a separate sheet.
- **References:** Please provide details of two referees, including one from your present or most recent employment. Referees must be people who can comment authoritatively on your personal and professional competence. Referees should not be friends, relatives or immediate colleagues. If you have not been employed before, please give the name of your headteacher, lecturer or similar. You should indicate on the application form if you do not wish the College to contact your current employer before interview. References will normally be taken up for shortlisted applicants only. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

- **Disclosure of Criminal Background:** The College is committed to safeguarding and promoting the welfare of children and vulnerable adults, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). Further details are available in the Recruitment of ExOffenders policy. The nature of this post requires the College to undertake an Enhanced DBS check on the appointed candidate for any convictions which make it undesirable for the candidate to undertake this post. This will include details of cautions, reprimands or final warnings, as well as convictions. **Under the terms of the check you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the rehabilitation of Offenders Act 1974.**

Please note that a conviction, bind-over or caution will not automatically disqualify you from employment, but any failure to disclose is likely to result in your dismissal. By signing the application form, you will be acknowledging that you understand that a criminal records check may be made

- **Declaration:** By signing the declaration on the application form you are giving the College explicit consent to process your personal data. Your consent is conditional upon the College complying with its obligations and duties under the Data Protection Act 1998. If you return the form by email, you are deemed to have accepted the conditions through the act of emailing your application to the College.

Equal Opportunities monitoring form:

Please complete the form in full but do not detach from the application form. This will be done by the HR department on receipt of your application form. This information will not be seen by the shortlisting panel or used for selection purposes. We are keen to maintain our commitment to Equal Opportunities and therefore information on age, gender, race and disability are kept strictly separate from the application form. If, as a result of a disability, you need any help with completing your application form you should contact the Human Resources Team on 01273 546637. Equally, if you need special arrangements to be put in place should you be invited for interview, please indicate this in the relevant section of the application form.

Shortlisting and interviews

In the interests of economy, no acknowledgement will be sent on receipt of completed application forms. Your application form is an important part of our recruitment process. The information you provide on the form and other supporting information is the only information we will use in deciding whether or not you will be shortlisted for interview. If you do not clearly demonstrate how you meet the essential criteria in the person specification, it is unlikely that you will be shortlisted for interview.

The College has a responsibility to check that all of its employees are entitled to live and work in the UK. All candidates who are invited for interview will be required to bring with them some evidence of their eligibility to work in the UK, ID and address evidence, proof of relevant qualifications and proof of any name changes. Candidates will also be required to produce any relevant examination certificates if a necessary requirement for the post.

Interviews will be conducted by a panel who will ask the same basic set of questions to each candidate, including questions relating specifically to each candidate’s suitability to work with children. The interview questions are intended to allow you to expand on your application and to show the panel how closely you meet the requirements of the post. The interviewing panel will assess the candidates using a scoring system and take notes. A record of the assessment is retained.

Any candidate who considers that he or she has been unfairly discriminated against at any stage of the recruitment process by reason of race, colour, nationality, ethnic origin, age, disability, sex, religion or belief, marital status or by any other condition or requirement which cannot be shown to be justified, should submit a complaint in writing to the Chair of the Corporation, at the earliest opportunity.

Contact details

If you require any further details about the application process or our recruitment and selection procedures, please contact: HR Department, Varndean College, Surrenden Road, Brighton, BN1 6WQ
Tel: 01273 546637, Email: hr@varndean.ac.uk, Web: www.varndean.ac.uk

Equal Opportunities Statement

Varndean College believes in the active promotion of equality and opportunity for all groups and individuals. The College values the rich diversity of all its students and staff.

We want to:

- **eliminate bias and discrimination of any kind**
- **promote equality of opportunity for all**
- **promote harmonious relations between people from diverse groups and backgrounds**

We recognise that bias and discrimination can take place both intentionally and unintentionally. We believe that such discrimination is unacceptable and want to ensure that our policies and practices provide equality of opportunity for all existing or potential staff and students.

If you experience or witness any sort of discrimination, harassment, bullying or disrespect then we need to know.

If you feel that any College policies or practices discriminate against you or others then we also need to know.

You can do this in confidence by:

- **Talking to a member of staff**
- **Talking to the NUS**
- **Contacting the Equality and Diversity Group via the College Office**
- **Emailing your concern to equal@varndean.ac.uk**

Employee Benefits

Pay

Salaries for our jobs are advertised as and when vacancies arise. We feel our salaries are competitive for the sector. Teaching salaries are agreed with the National Joint Council for Sixth Form Colleges Association. Support staff receive an annual increment on their salary each April and Teaching staff receive this in September.

Annual Leave and Christmas Closure

The College offers a minimum of 24 days' annual leave for Support Staff (plus two days at Christmas), with additional leave depending on length of service and grade.

Family friendly policies

We also offer generous parental and special leave, details of which can be provided upon request.

Childcare Vouchers

The College provide childcare vouchers as part of a salary sacrifice scheme to eligible employees offering tax and National Insurance savings on monthly salaries.

Flexible Working Arrangements

The College will consider applications for flexible working arrangements. As an organisation we aim to help our employees achieve a work life balance, by allowing variations in staff working patterns and hours, wherever is practically possible.

Part-time working and homeworking may be considered. We have great IT systems in place to enable our staff to work easily away from the office as and when necessary.

Health & Well Being

Staff Welfare & Counselling

We aim to offer support and assistance to staff during times of need. If staff wish to seek confidential advice at any point, they will be able to speak to our HR department. External counselling services can also be provided on request.

Health Screenings

Various Health Screenings are offered throughout the year, this includes flu vaccinations in November each year, free of charge to staff.

College Gym

The new state of the art gym is available for all staff to use. You will need to complete an induction session with a member of the PE department.

Gym Membership

We have a corporate membership for Brighton and Hove Sport Complexes. This includes use of all gyms, fitness classes and swimming pools at Brighton and Hove Sports Centres. To sign up visit Withdean Sports Complex. Employees to join for a monthly fee of £42.05 per month with a one off £20 joining fee.



Cycle to Work Scheme

Save up to 42% on a new bike and spread the cost by joining our cycle to work scheme. Interested staff members are able to purchase a new bike and/or bike equipment through the cycle to work scheme initiative. This offers staff tax savings, as repayments are taken from staff salaries on a monthly basis before tax deductions are made. Full details are available here:

Trade Union Membership

The College recognise the 4 Trade Unions: UNISON – for support staff Reps, NUT – for teaching staff Rep
ATL – for teaching staff, NASUWT – for teaching staff

There is no obligation on any member of staff to be a member of a Union. Please see union reps for membership information, joining fees etc.

The Unions have consultation rights within the college for terms and conditions of employment and other matters concerning staff. Varndean College encourage all employees to join the union.

College Cafeteria

The College cafeteria is in the Hone Room on the first floor and caters for all students and staff. Its opening hours are 8.30 am to 2.10 pm Monday to Friday during term time. It provides a range of hot meals, salads and snacks. There are also vending machines selling drinks and snacks. A weekly menu is found on the intranet and in the staff bulletin.

Discount on our Adult Education Courses

Get 5% discount off the full fee for any adult education courses that the college offer. We offer a broad range of courses from arts and crafts, music to counselling including a number of Saturday workshops.

The Library

The library is based upstairs in the new Loft along with the Careers Service. It opens from 8.30am every day and is stocked with over 15,000 books, magazines and periodicals, as well as CDs and DVDs. As a staff member at Varndean College you are automatically a member of the Library and will need to show your ID badge to borrow resources.



Future Planning

Pension scheme

Support Staff

All support staff automatically become members of the Local Government Pension Scheme unless they decide to opt out. Members of the scheme are required to contribute a percentage of their pensionable pay, according to their salary. Varndean College will make a further contribution of 17.5% of the pensionable pay.

Teaching Staff

All employees automatically become members of the Teachers' Pension Scheme unless they decide to opt out. Members of the scheme are required to contribute between 7.4% and 11.7% of their pay (depending on the salary range) and Varndean College will make a further contribution of 16.48% of the pensionable pay.

Additional Voluntary Contributions (AVC)

Additional voluntary contribution (AVC) allows members of workplace pension schemes to pay extra contributions to build up additional benefits. Employees interested in finding out more about AVC should contact the Payroll Administrator.

Learning & Development

The College is committed to the on-going professional development of our staff. Training needs are highlighted through the annual appraisal scheme and development needs are continuously reviewed. As part of this we offer a combination of in house (Staff Development Sessions) and external training opportunities.





What people say about Varndean College

“Varndean is my local college and I’d only heard positive comments about its warm inclusive atmosphere and diverse range of subjects.”

“It’s easy to underestimate the positive impage on your learning - and general wellbeing - of a nice environment. Varndean is a friendly place, where people from an eclectic mix of backgrounds, with an even broader range of interests, feel at ease - and that really matters.”



“The staff are the most enthusiastic I have ever been taught by and I feel very well supported.”

“I had a really rough time in my secondary school. I truly began my education at Varndean. I was there for three years and I really wish I could have stayed longer.”



“Varndean is the most supportive and nurturing FE college in Brighton and we will always sing its praises out loud.”

The Area

Varndean College is situated on the northern outskirts of the city of Brighton, a cosmopolitan seaside resort situated on the south coast about an hour south of London by train.

It's a popular destination for holiday makers, day-trips. international students, as well as many national and international conferences. Its broad shingle beach is backed by a lively seafront with Regency-era buildings. the Brighton Pier (originally opened in 1899 but now with many fairground rides, amusement arcades and food kiosks), Brighton Marina as well as the new British Airways i360. Inland, the city is home to the spectacular and majestic Regency palace, The Royal Pavilion, once home to the Prince Regent (George IV).

The town boasts a large indoor shopping centre (Churchill Square) and is also famous for its quaint historic shopping quarter The Lanes, as well as the Bohemian North Laines. Is also known for its nightlife, arts scene, outdoor events (eg Veteran Car Run, Brighton Marathon, National Speed Trials) and various festivals, notably The Brighton Festival which takes place throughout May every year. There are a number of theatres hosting touring productions, as well as the 5000 seat venue The Brighton Centre, which hosts a wide range of concerts, an annual ice show, as well as sporting events and major conferences and exhibitions.

On the outskirts of the city are a number of large beautiful parks, namely Stanmer Park and Preston Park, with the South Downs and Devil's Dyke being only a short drive away.

The city is served by two main railway lines, Southern Rail and Thameslink, with direct trains to London Victoria and London Bridge taking just one hour, and is around a 25 minute drive from London Gatwick Airport. There is also an extensive network of local and national bus services serving the city and surrounding districts.

There is a diverse range of housing, from studios and flats in the city centre to flats, terraced, semi-detached and detached properties in the surrounding suburbs. There are a large number of local state-run primary and secondary schools, a range of independent schools, as well as three main state-run sixth form colleges and two universities, Sussex University and Brighton University.



