



APPLICATION PACK

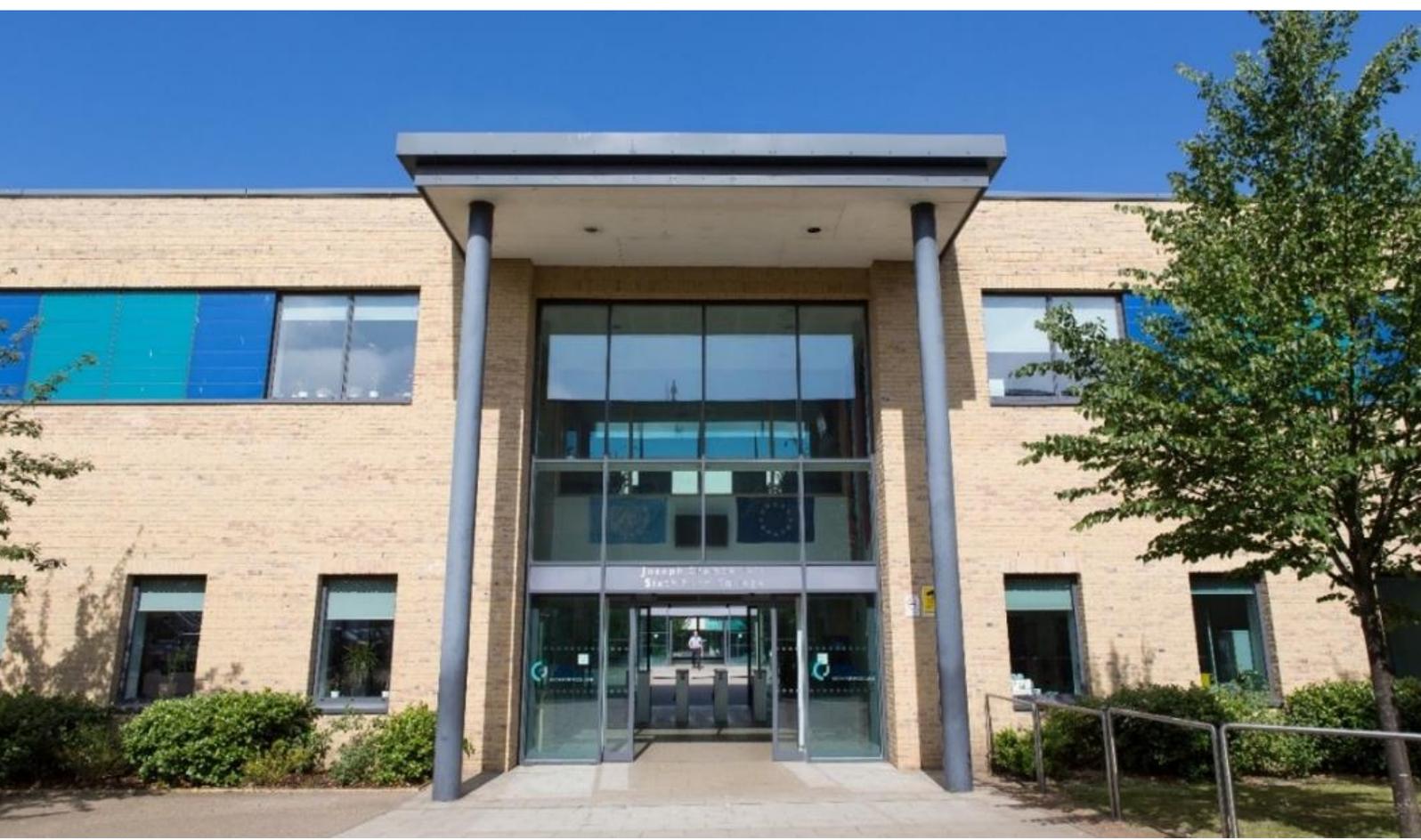
Work Experience Coordinator

Joseph Chamberlain Sixth Form College
1 Belgrave Road
Highgate, Birmingham
B12 9FF

T: 0121 446 2200
E: HR@jcc.ac.uk
W: www.jcc.ac.uk

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INTRODUCTION FROM THE PRINCIPAL

Dear Colleague,

Thank you for your interest in the position of Work Experience Coordinator at Joseph Chamberlain Sixth Form College. This is an excellent opportunity for a remarkable candidate to work in a large, inclusive and highly successful Sixth Form College near central Birmingham. I am always really proud and excited to be leading our exceptional college, where the staff and students are an absolute pleasure to work with.

Our 16-18 year old students come from diverse backgrounds and, being placed in one of the more deprived areas of the country, presents us with some challenges. However, what makes Joseph Chamberlain College so special, and such an energising place to work at, are the rewards that come from seeing those same students achieve phenomenal success and develop as confident, aspirational young adults who enter Higher Education at the end of two years with us. We take great pleasure in knowing that we make a really positive difference to the lives of hundreds of young people each year, setting them off on the right path to secure excellent careers in the future. In addition, our separate Adult Learning Centre provides an outstanding curriculum at all levels to our local community, with a particular focus on improving the English and maths skills for students whose first language is not English.

Since I joined the College, I have watched it grow from strength to strength. Our achievement rates are extremely high and the progress our students make places us in the top 25% of all school sixth forms, Sixth Form Colleges and FE Colleges in the country. We are the highest performing Sixth Form College in the Midlands and, in our most recent Ofsted inspection, we were awarded their highest grade of 'outstanding' in all categories. This is, I believe, because our teachers are some of the best in the country and they are relentless in their dedication to our students. Our teachers are also ably supported by fantastic support service teams, who are equally dedicated and committed to the ensuring the success of the students we work with.

I want to continue to appoint positive like-minded individuals, who share a passion for working with young people to transform their lives for the better, who will work with drive and determination to help them achieve and who will care a great deal about their development and well-being. In return, whatever your experience, I will ensure that you are fully recognised and appreciated for this hard-work and benefit from extensive professional development, great career opportunities, first-class facilities and positive support from exceptional colleagues and leaders who care about those they work with.

Finally, I would like to say that I do appreciate your investment of time in exploring the College and, hopefully, submitting an application for this role. If you have any questions at all, please do contact us and we will be more than happy to help.

Whatever the outcome, I wish you the very best in the future.

Tony Day – Principal

ABOUT JOSEPH CHAMBERLAIN COLLEGE

Background and Context

Joseph Chamberlain College is a hugely popular and highly successful Sixth Form College that was established in 1983 and now offers a wide range of academic courses at all levels to around 2600 school leavers and approximately 700 adults on a separate site.

Our curriculum offer and entry criteria are highly inclusive, offering clear progression routes to success for all students, regardless of their starting points and backgrounds. Approximately 80% of our work is with 16-18 year olds at Level 3, who study AS/A Levels or Level 3 BTEC Extended Diplomas. At Level 2, we offer BTECs and GCSE programmes to 16-18 year olds; at Entry Level and Level 1, we have an extensive ESOL provision. In addition, our separate Adult Learning Directorate offers classes in ESOL, Literacy, Numeracy and Access to HE in a range of community venues. We also offer Teacher Training in partnership with Birmingham City University. Our wider curriculum is also rich and varied allowing students to benefit from a great deal of choice in sports, additional languages, performing arts, citizenship, and various other student-led clubs/societies.

In 2022, students at Joseph Chamberlain College achieved outstanding exam results, placing us in the top 25% of all schools and colleges nationally for the ninth consecutive year. In our most recent inspection in 2017 we were graded as 'outstanding' in all categories and we continue to provide a broad, inclusive and high quality education to all of our students that results in an exceptionally high levels of progression to Higher Education. We were featured in the 2019 Parliamentary Review for a second time for best practice in further education and we have been awarded the Teachers' Development Trust (TDT) Silver award for our comprehensive package of innovative and high impact professional development. As part of a local Teaching Alliance, we support all newly qualified teachers, from both secondary and post-16 backgrounds, to complete their ECT year and achieve either QTS or QTLS.

The College is situated within easy reach of Birmingham city centre in a state of the art building with superbly equipped classrooms and outstanding facilities.

We are an ambitious institution, with a clear strategy to keep being highly successful for our students. Staff, students and visitors often comment on the warm and welcoming atmosphere at the College and the strong sense of community that permeates the organisation.



Our Purpose – What we are here to do

To provide an exceptional educational experience that results in significantly improved futures for all of our students.

Our Vision

Joseph Chamberlain College will be the first choice for school leavers in Birmingham because it will be recognised for excellence in academic achievement, exceptionally high standards of teaching and its capacity to raise the aspirations and ambitions of all of its staff and students so that they can enjoy rewarding and successful futures.

Our Core Values

Central to all that we do, are our core values. As a team of staff, students and governors, we believe in:

- **Excellence and Ambition**

At Joseph Chamberlain Sixth Form College, we are dedicated to providing an outstanding learning experience to all students. As a result, we have high ambitions and expectations of everyone and always strive for excellence. We demonstrate a 'can do' attitude and embrace the need for continuous improvement and positive change.

- **Cooperation and Communication**

Here, we believe in working together as a team, for the benefit of the College. Learning from our own and each other's mistakes and successes, we encourage everyone to take responsibility for their actions. We are open and honest with each other, and have built effective professional relations with each other through mutual trust and transparent communication.

- **Equality and Recognition**

Throughout the College, diversity and inclusivity underpin everything we do, and we will always treat everyone with respect and fairness. We value and recognise the contribution to that every individual makes to the lives of students and are loyal to and proud of our College and our students.

Our Eight Strategic Priorities

Our strategic priorities and associated objectives, seek to realise to realise the mission statement, thereby ensuring that all Joseph Chamberlain College students experience an education of the highest quality and, as a result, have considerably improved future prospects. Our eight strategic priorities are:

1. The Sixth Form College for the City of Birmingham

As the largest provider of academic provision in the city, we will retain our highly successful distinct Sixth Form College identity and ethos, being recognised as an excellent choice for all school leavers who wish to progress to Higher Education in the future.

2. An Unwavering Focus on Academic Success

We will prioritise securing high levels of academic success for all students so that they have significantly greater choices in the next stage of their education and in later life, regardless of prior experience or attainment.

3. Excellence in Teaching, Learning and Assessment

We will ensure that learning, teaching and assessment are consistently excellent across all areas of the College, providing students with challenging, stimulating and inspirational lessons that secure their rapid progress.

4. Powerful Support and Life-Changing Opportunities for Students

We will support our students with compassion, and enhance their lives by ensuring that the student experience develops in them the qualities and skills to embrace future challenges, achieving their full potential along the way.



5. A Positive Focus on Our People

We will establish a talented, hard-working and successful staff body who feel stimulated by their job, happy in the workplace and proud to be part of Joseph Chamberlain College.

6. A Community Learning Provision that Transforms the Lives of Local Adults

We will serve local adult learners by providing them with a range of high-quality community-based courses that develop their skills and confidence to help them unlock their true potential for the future.

7. Highly Effective Management of Finance and Business Operations

We will lead the business of the College with great efficiency so that our finances remain extremely healthy for the future and the operations of our support services align closely with our mission and purpose.

8. An Exceptional College Estate with First-Class Facilities for Students and Staff.

We will invest significantly in the development of the College estate so that all students and staff have access to exceptional accommodation, facilities and resources during their time with us.



JOB DESCRIPTION



Job Description: Work Experience Coordinator

Accountability

The post holder will be accountable to the Work-related Learning and Employability Manager

Duties and responsibilities:

- To work with the Work Related Learning and Employability manager to continue to develop and deliver a comprehensive Work Experience Strategy which provides students with opportunities to learn about the world of work, participate in work experience and develop a range of employability skills to support their positive progression.
- To establish and develop professional relationships with a range of employers and relevant local, regional and national organisations including Learn to Work to secure appropriate and meaningful work experience placements.
- To support students to source and secure appropriate work experience placement opportunities with employers which enable them to develop knowledge, skills and behaviours in line with the requirements of their chosen career.
- To work closely with the Assistant Principals for Vocational and Academic Studies to ensure that the planned work experience programme meets the needs of each department.
- To produce accurate and timely reports on all work experience and work-related activities taking place across the college. The postholder will be responsible for meeting the targets set for work experience across the college.

- To support students to develop an understanding of the expectations of employers in preparation for their work experience placements through the delivery of the “My Future” tutorial programme.
- To ensure all Health and Safety regulations are met in relation to the student and work experience placement and conduct all health and safety/risk assessment procedures as required by the college and employer.
- To work with the Careers Manager and subject Careers Champions to implement a programme of speakers and visits that support students to develop an in-depth knowledge of different career opportunities which challenge stereotypes and raise aspirations.
- To maintain robust and accurate work experience records using the Navigate system which demonstrate that all placements are effectively planned, recorded and reviewed.
- To represent and promote Joseph Chamberlain College at careers events, feeder schools and training events as required and to assist with the interview, enrolment and induction of new students.
- To keep abreast of relevant National and Local Government initiatives and to ensure future needs are identified and responded to.



PERSON SPECIFICATION

Methods of Assessment: Application Form (A), Interview (I), Tasks (T), Certificates (C), References (R)	Essential	Desirable	Method of Assessment *				
Education, Qualifications and Training			A	I	R	C	T
Degree or Equivalent	✓		✓			✓	
Relevant health & Safety qualification e.g. IOSH Managing Safely		✓	✓			✓	
Experiences and Knowledge							
Experience of working in an educational environment mentoring and coaching students.	✓		✓	✓	✓		✓
Substantial Experience of developing and delivering work experience programmes for young people	✓		✓	✓	✓		✓
Substantial knowledge of and contacts with local employers that can provide a range of work experience opportunities across the West Midlands	✓		✓	✓	✓		✓
Experience of working and building collaborative new relationships with employers, businesses and external organisations	✓		✓	✓	✓		✓
A detailed understanding of Health and Safety processes and procedures in relation to work experience, trips and visits	✓		✓	✓			✓
Knowledge of the current employment market and experience in developing the skills required to gain and sustain paid employment	✓		✓	✓			
Experience of designing and delivering tutorials and group sessions to groups of students at different levels		✓	✓	✓	✓		
Experience of working within a statutory framework	✓		✓	✓	✓		✓
Experience of working with students from diverse cultural backgrounds	✓		✓	✓	✓		✓
Skills and Qualities							
Outstanding communication skills with the ability to communicate with staff and students on a range of levels.	✓		✓	✓	✓		✓
Strong IT skills and an interest in developing online and electronic support for students	✓		✓	✓	✓		✓
Be self-motivated and well organised	✓		✓	✓	✓		✓
Be committed to working in a multi-cultural environment.	✓		✓	✓	✓		✓
Able to represent the college externally	✓		✓	✓	✓		✓
Able to produce accurate and timely reports and to interpret statistical information	✓		✓	✓	✓		✓

FURTHER PARTICULARS



Post Title: Work Experience Coordinator

Salary

The salary for this post is paid on the Support Staff Pay Scale at point 22, currently £33,828 FTE per annum, (plus Support Staff pay award pending). This amount will be adjusted for, term time only. Salaries are paid monthly by bank credit on the 25th of each month.

Start Date

As soon as possible

Working Week

The post is for full-time, term time only. Hours of work will be 36.5 hours per week, during term time.

Please be aware that our term dates fall in line with Birmingham City Council term dates, aside from the summer term.

Holiday Entitlement

This post is not eligible for annual leave to be taken during the term. All holiday is taken during the College vacations. The post is for term time only. The leave year shall run from August to July each year.

Superannuation

The successful candidate will be eligible to join the Local Government Pension Scheme and you will automatically become a member unless you opt not to join.

Staff Benefits

We offer the following benefits to our staff:

- Extensive professional development opportunities
- Occupational pension scheme (either Teachers' Pension Scheme or Local Government Pension Scheme)
- BHSF – private healthcare insurance plan
- Cycle to work scheme
- Interest free annual travel card loans
- Discounted college gym membership
- A clear strategy for the positive well-being of staff
- Excellent support for newly-qualified teachers, both school and college trained

HOW TO APPLY



- Complete the JCC Staff Application Form. Please state clearly on your application the position you are applying for.
- Provide a supporting statement (in section 8 of the application form) of no more than two sides of A4, in which you demonstrate how your skills, abilities and experience make you a suitable candidate for the role. Please give specific details and examples of how you meet all aspects of the person specification.
- If you are applying for a teaching or curriculum-based role, please complete the examination results form provided (applicants who are still completing their PGCE course need not complete this).
- The completed form should be returned by email to: HR@jcc.ac.uk or by post to:
The Director of HR
Joseph Chamberlain Sixth Form College
1 Belgrave Road
Highgate
Birmingham
B12 9FF
Telephone: 0121 446 2200

Deadline

The deadline for the post(s) is **Friday 3rd November 2023** (to arrive no later than 12 noon).

Shortlisting

Unfortunately, we will be unable to notify candidates who are not on the shortlist. Therefore, if you have not heard from us within 4 weeks of the closing date, then please assume your application has been unsuccessful on this occasion.

Equal Opportunities Policy

Joseph Chamberlain College is committed to equality of opportunity in recruitment and selection. Every care has been taken in the drawing up of this job description and person specification to ensure that the requirements of the post are not discriminatory on any grounds and particularly in relation to any protected characteristics, as defined by the Equality Act 2010. Similar care will be taken during the short-listing and interviewing stages. If candidates are dissatisfied about any part of the process, they should write in the first instance to the Principal of the College setting out the nature of their complaint.

Guide to the General Data Protection Regulation (GDPR - 2018)

Under the General Data Protection Regulation (2018), the College needs to have your consent to collect and process information about you for the proper administration of the selection process and the employment relationship should you be appointed. Please accordingly make sure you sign the declarations at the end of the application form. After an appointment has been made, all the papers of unsuccessful candidates are kept for a period of nine months and are then destroyed. For further information about how the College processes personal data please visit our website.

Candidates with a Disability

The College is a Disability Symbol User. If candidates with a disability need any special arrangements for interview, they should enclose a letter giving details of these, marked for the attention of the Director of Human Resources.

Rehabilitation of Offenders Act 1974

In accordance with the above Act employees with access to children and young people under the age of 18 are not allowed to withhold information regarding criminal convictions no matter when they occurred.

Disclosure and Barring Service Check

The college is committed to safeguarding and promoting the welfare of its students. We will carry out checks on all those who are offered employment with us.

Appointment is subject to you obtaining a satisfactory Enhanced Criminal Records Check through the Disclosure and Barring Service (DBS). The successful candidate will be required to provide relevant evidence to enable a DBS check to be undertaken prior to commencement of employment. The College follows the Code of Practice laid down by the DBS (available from the DBS website). Further details will be given upon appointment.

In the future, you may also be asked to subscribe to the DBS Update Service and to maintain that subscription of an annual basis. There will be a small annual cost to the individual. The College will undertake 'status checks' on DBS Disclosures to assess that the information on the original certificate remains current; membership of the Update Service is therefore mandatory to enable status checks to be completed.

Any offer of employment will be conditional upon DBS clearance and a satisfactory outcome to other safeguarding checks as deemed to be appropriate by the College.

The Selection Process

Short-listing of candidates for interview will be undertaken by the line manager and a member of the senior management team. All candidates invited to interview will be asked, on the day, to complete a practical task. The results of these assessments will be used to decide whether to shortlist you further for interview. The interview panel usually consists of three or four members of senior and middle managers.

During the interview we ask the same main questions to all candidates, as well as any supplementary questions either arising from initial responses or specific to individual applications. At the end of the interview you will be given the opportunity to add anything further in support of your application or ask any questions. The panel will make its decision based on the evidence presented throughout the process and will contact all candidates with an outcome as soon as possible.