JOB APPLICATION

Information Booklet









The Appointment Process

These notes are intended to guide you when making an application for advertised posts. Included are the Job Description and Person Specification. As you complete the application form and supporting statement you may find it helpful to refer to the job description and person specification.

Completing the Application Form

All candidates are required to complete the application form, as information supplied in the same format ensures compliance with our Equal Opportunities policy. Application forms may be typed or hand-written, as you prefer. Before filling in your application form, please read the job description carefully as it outlines the key responsibilities and the skills and qualifications required of the post holder. **You will need to demonstrate that you meet the requirements of the job description (or at least have the potential to do so) and person specification in order to be considered for the shortlist and interview.**

Examination Results Form

Where applicable, please complete the Examination Results Form and return with your completed application.

References

Suitable referees are people who have had direct recent experience of your work and who are in responsible positions. If you have had a recent break in your work history you may wish to nominate someone who has known you for a long time or perhaps been connected with any voluntary work you may have undertaken. If you are currently employed, or have been employed, you are asked to give your current or most recent employer. If you are a student, please give an academic referee.

The Supporting Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements which demonstrate how your qualifications and experience match the criteria outlined in the job description and person specification. Your statement should be concise; try to keep to no more than 1000 words.

Criminal Convictions

The post for which you are applying is subject to full Disclosure and Barring Service (DBS) clearance and in such cases any offer of appointment will be subject to verification of an individual's criminal record and other Disclosure information, which is satisfactory to the Principal (or Chair of Governors for appointment to designated senior posts). The College will assess the relevance of any criminal record and having 'spent' or 'unspent' convictions will not necessarily bar an individual from employment; this will depend upon the relevance and circumstances relating to the offence/information and any such information will be treated in the strictest confidence and will only be used in consideration of your suitability for appointment. Disclosure forms will be held for a period of six months after receipt from the DBS and will be destroyed thereafter.

Arrangements for interview

Shortlisting is usually completed within a week of the closing date for applications. When the shortlist has been agreed, invitations for interview are sent to the selected candidates. The interview will usually be held within four weeks of the closing date. If you have not received an invitation to attend an interview within four weeks of the closing date, you may assume that your application has been unsuccessful.

Should the selection process incorporate tests or presentations, full details will be included in the letter of invitation to interview. Normal College practice is to contact referees following shortlisting for interview. If you wish to discuss this further please contact the HR Department.



If you have a disability and require special adaptations or assistance, please contact the Human Resources Department, who will take appropriate measures to accommodate these needs.

The Interview

References received for candidates are made available to the selection panel. The decision of the selection panel is normally announced within one day of the interview and you will be contacted as soon as possible. Candidates should be prepared to accept or refuse an offer.

Selection for Appointment

The successful candidate will be contacted as soon as possible. The successful candidate must confirm in writing, or via email, their 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 dependent upon the candidate's references and Disclosure and Barring Service (DBS) check being satisfactory and ability to meet the requirements of the Asylum and Immigration Act to be legally employed to work in the UK.

Work Health Assessment

The successful candidate will be required to complete a work health assessment form, which should be returned to Occupational Health.

Arrangements for Application

The completed application form and letter of application should be forwarded to:

The Personnel Department
Loreto College
Chichester Road South
Manchester
M15 5PB

Alternatively, they may be sent by email to: recruitment@loreto.ac.uk. Applications should not be sent to any other email address at the college as they may not meet the required deadline for receipt of applications.

The 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.





Mission Statement

Our Vision

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. 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 men and women of courage who are alive to the needs of humanity and committed to making a better world.

Statement of Purpose

Loreto College is part of the 3-19 continuum of Catholic education in Manchester and it exists to respond to the educational needs of young people from its partnership high schools and special schools in Manchester and surrounding areas. Its primary purpose is to guide these learners to success by challenging them to achieve academic and human excellence and by supporting them in the pursuit of this excellence. The college will work with other FE Providers to support students from its partnership high schools who wish to access the full range of vocational & occupational courses. In addition, it will be proactive in identifying and responding to the needs of other learners from the Catholic, local and wider communities where they are consonant with the college's core values.

Context

Loreto College Manchester is under the trusteeship of the Loreto Education Trust and is part of an international network of Catholic colleges run by the Institute of the Blessed Virgin Mary, a religious order founded in the seventeenth century by the Englishwoman Mary Ward. It has provided education in Manchester since 1851 and was established as a sixth form college in 1977 as part of the re-organisation of Catholic secondary education in the city. Since April 1993 it has been a designated college under the 1992 Further and Higher Education Act.

Aims

Loreto College aims to be an educational community which:

- recognises that God can be found in all things
- is guided by the teaching of Christ and the Roman Catholic Church and in turn guides its Catholic young people in their faith journey and provides all its members with the opportunity of living, working and worshipping in a Christian community
- gives expression to the core values of Mary Ward - freedom, justice, sincerity, truth, joy, excellence and internationality - and encourages "seekers of truth and doers of justice" who are able to challenge accepted notions and modes of society
- values all its students as individuals and values all types of learning as it responds to the changing needs of individuals and society in the 21st century
- has the highest expectations of personal and academic excellence
- encourages active student involvement in their own learning and lifelong learning and fosters respect for intellectual questioning and debate in an atmosphere of freedom and respect for the dignity of each individual
- works in partnership with parents and carers, recognising that they are the primary educators of our students
- contributes to the educational, religious, cultural and economic well-being of Manchester and its environs.



Strategic Objectives 2017 -18

Objective 1:
To widen participation, in partnership with other providers, from groups of learners who are under-represented at Loreto namely:

- 16 year olds from Partnership High Schools who achieve less than 5 GCSEs at grades A*-C /new grades 9-4 learners at 16 and 19+ with learning difficulties and disabilities
- the local community.

Objective 2:
To sustain and improve standards and promote excellence throughout the curriculum at all levels of academic and vocational endeavour and to:

- improve student punctuality
- raise student pass rates, retention, attendance and hence achievement rates to at least national benchmarks for sixth form colleges
- maintain a positive value-added for the college
- reconstructing the curriculum within the context of A level reform.

Objective 3:
To work collaboratively with groups within the college's local and extended community in support of the college's goals.

- To support the Manchester Schools Alliance Teaching School

Objective 4:
To utilise the Enabling Departments of the college to ensure that we manage our staff, estate, resources and processes to enable the pursuit of our educational objectives efficiently and effectively.

Objective 5:

To maintain the College's financial stability in order to implement its corporate development plan.





Loreto College Manchester

Loreto Catholic Sixth Form College is located in Hulme, a mile south of the centre of Manchester and very close to Manchester University and Manchester Metropolitan University. Loreto College, Manchester is one of an international network of Catholic colleges run by the Institute of the Blessed Virgin Mary (IBVM), a religious order founded in the seventeenth century by the English woman Mary Ward. The mission of the College is to respond to the educational needs of young people from its partnership high schools and special schools in Manchester and surrounding areas. The college works with other FE Providers to support students from its partnership high schools who wish to access the full range of vocational & occupational courses.

The College's distinctive Catholic ethos owes much to the College's connection with the IBVM. In all its work the College aims to give expression to the core values of Mary Ward – freedom, justice, sincerity, truth, joy, internationality and excellence – and encourage "seekers of truth and doers of justice" who are able to challenge accepted notions and modes of society. It has high aspirations for its students not only in the context of academic excellence but within the wider context of human possibilities. Against the framework of its core values, the College challenges and supports not just the learner but the whole person. In doing this it strives to fulfil its primary purpose.

This radical mission impacts on Loreto's educational philosophy. Since its inception as a sixth form college in 1977 the College has been committed to the comprehensive principle. Inclusiveness has always been part of Loreto's ordinary mission. Inclusiveness has long been at the forefront of the colleges thinking in the development of new courses and the strong support structures which widen opportunities at 16 to all young people, not just the academically able. Its entry requirements for Advanced level study are: six GCSEs between A*-C for most subjects and Grades 4/5 for English and Maths.

Loreto is one of the largest sixth form colleges in the country and regularly ranked highest in the North West for A-level grades (APE), with an excellent record of progression for our comprehensive, multi-ability and diverse student population of 3,300. Loreto has an outstanding financial and Ofsted rating and was designated as a teaching school in 2014 providing a strategic lead for the 'Teach Manchester' alliance.
The college has had a presence in inner-city Manchester since 1854 and has recently completed a £40 million rebuilding programme, delivering modern, state-of-the-art facilities that have provided the backdrop to its most recent success. The college has up-to-date modern learning facilities in all subject areas, ensuring that students' learning environments are of the highest quality.

One key area of Loreto's success is the support provided for students, including three student study centres – with careers, study skills and mentoring support, a library and multimedia resources, dedicated private interview rooms for students requiring support, advice and counselling, and a chapel – for quiet reflection. Loreto's ICT facilities are excellent, with 21 IT suites, including AppleMacs. The recent opening of the final phase of the building programme, St Joseph's, includes maths and science theory rooms. Prior to this, the new build programme included a shop, a theatre workshop area, an additional theatre, new media editing suites, music technology suites and sound recording studios.

Applications for Loreto far exceed the number of places that we are able to offer.



Loreto has a long established gifted and talented unit, which provides enrichment opportunities and extension activities to enhance Oxbridge applications. The department for students with learning difficulties and disabilities has approximately 40 students.

In 2006, Loreto was awarded the prestigious Queen's Anniversary Prize for Further and Higher Education. Loreto received the honour after a thorough and rigorous evaluation of its teaching and learning across all areas of its curriculum and contributions made to education locally, nationally and internationally. The college has, throughout the last decade, been awarded Beacon status and designated by the DfE as a national Teaching School: the Principal is a National Leader of Education.

Under the rigorous OFSTED regime, Loreto was the first college in the country to receive outstanding for every aspect of the new inspection framework. OFSTED noted that, “Loreto College is outstanding in every respect”. The inspection report also notes, “large numbers of students give their time freely to support charitable causes, fundraising and social activities which promotes social responsibility and global awareness. Their generosity, tolerance and respect for each other is exemplary.”

Loreto recognises that staff are its most important resource and is committed to investing in Staff Development. We are committed to building a healthy, vibrant college that treats people with respect and creates opportunities. Bringing together employees and students with different backgrounds, experiences and perspectives allows us to be more innovative and successful.

Staff numbers are as follows:

Full-time teachers	Part time teachers	Full time all year support staff	Part time all year support staff	Full-time term-time support staff	Part-time term-time support staff
127	47 (fte: 28.8)	31	8 (fte 5.51)	34	9 (fte 4.36)

Senior Leadership Team

> The Senior Leadership Team of four comprises:
> The College Principal: Peter McGhee
> The Deputy Principal: Andrea Pritchard
> The Vice Principal: Curriculum & Quality, Mike Deasy
> The Director of Finance, Resources & Estates, Tracy Livesey

Senior Management Team

> The Senior Management Team comprises of the above plus the following:
> The Assistant Principal: Curriculum: Graeme Balfour
> The Assistant Principal: Head of Student Services Upper Sixth: Cate Carey
> The Assistant Principal: Head of Student Services Lower Sixth: Jonty Leach
> The Strategic Manager for Marketing & Schools Liaison: Danny Price
> Head of Information Systems: James Atkiss



The Deputy Principal is also Head of Student Services with managerial responsibility for tutorial support and Chaplaincy. Tutorial support for 16-19 students is delivered by a team of 11 Heads of Hall, each of whom is responsible for a team of tutors. Each tutor is responsible for a group of Lower Sixth, Upper Sixth or Third Year Sixth students. All 16-19 year old students have daily access to a personal tutor. The college allocates 1 hour 20 minutes per week to tutorial support; 50 minutes of this is the Tutorial Period and all students have a weekly assembly time. There are eight separate specialist tutor groups for the most able students across Upper and Lower Sixth.

In Lower Sixth, the groups contain either two-year or one-year students. Student support is also delivered through Learning Services, RE and enrichment activities, all of which come under the collective responsibility of the Vice Principal: Curriculum & Quality.

College Management Team
The college management team is comprised of the Senior Leadership Team, Senior Management Team, the Heads of Hall, the Curriculum Team (see below) and the Director of Administration and College Services. This group meet once a month.

Curriculum Team
The curriculum is managed in five Faculties: Languages and Arts; Science, IT and Maths; RE and Theology; Social Science; and Learning Support, which are led by five Heads of Faculty. The Head of General RE is responsible for the General RE programme which is followed by every student. This group is joined by the Director of Finance, Resources & Estates, Tracy Livesey. It is chaired by the Vice Principal: Curriculum & Quality, Mike Deasy. The Assistant Principal for Curriculum, Graeme Balfour, is in the team. Four managers with cross-college responsibilities form the remainder of the team: Danny Foulder, who has responsibility for Schools Liaison and is also Co-ordinator of the Greater Manchester High Achievement Partnership (GHMAP); Alison Benson, who has responsibility for Equality & Diversity; James Atkiss, Head of Information Systems and Ian Udall who has responsibility for the Excellence Unit. The team meets every two weeks.

Halls
The College Tutorial System comprises eleven Hall groups. These are: Alphonsa, Bakhita, Campion, de Porres, Gonzaga, Kizito, Loyola, Poyntz, Vaz, Wigmore and Xavier. The Halls are named after some of Mary Ward's companions, significant saints from the Ignatian tradition and saints from the wider, international church. The Heads of Hall Team meets every two weeks and is managed by the Vice Principal.

Chaplaincy
Loreto has two Chaplains, a Chaplaincy team and visiting clergy who regularly celebrate Mass in the college.

The Chaplaincy is a space for all students at Loreto, whether they're striving for a better world; need a break from the daily hustle and bustle; want to make time for God and the spiritual in life; need someone to chat to if times are hard; or need a quiet space to go to. The aim is to help each student to flourish and





whilst Chaplaincy also supports the academic side of the college, it is a place to grow in other ways and to help students fully grow into the person they are meant to be. Loreto College celebrates weekly Mass each Thursday lunch time and morning prayer is at 8.30am to which all staff and students are welcome. Chaplaincy offers tea and biscuits at break time and organises a 'Pop-up Chaplaincy' in other buildings throughout the week on the campus, to raise the profile of Chaplaincy, advertise Chaplaincy events and encourage students to participate in Chaplaincy activities.

There are residential retreats for students throughout the year and staff retreats are also offered for those who wish to attend. Each year students visit Taize, the ecumenical community in France. A group of staff and students also travel on pilgrimage to Lourdes – and spend a week in the summer term volunteering in the south of France, helping sick and disabled children and young people to experience faith in new ways whilst at the shrine of Our Lady. Students come along from all walks of life, and from all faiths and none. The Chaplains liaise with the LEEN, MANCEP, ACVIC and Salford Diocesan Chaplains in order to share good practice. In addition, Loreto Chaplains attend the Jesuit Chaplains' Conference twice a year which enables the Chaplains to regularly reconnect with Ignatian Spirituality. There are excellent links between the college chaplaincy team and the Manchester University Chaplaincy which is run by the Jesuits.

Enabling Team

The Enabling Departments are: CCIT, Software Development, Library & Study Centres, Exams, Finance, CIS, Administration/Reprographics, Premises and Human Resources. The Director of Administration and College Services, Helen Green, chairs the meetings of the Enabling Departments and is also responsible for the organisation of internal and external large-scale events, and is involved with community liaison and admissions.

Curriculum

The College offers 37 courses at GCE Advanced level. The college offers four BTEC Level 3 Extended Diploma courses: in Health & Social Care, Travel & Tourism, IT and Sport. Travel & Tourism, IT, Health and Social Care and Sport are also accredited, where applicable, at Certificate and Subsidiary Diploma level to suit student needs but these would not be the students' primary learning goals. At intermediate level the college offers three GCSE subjects: English, Maths, Core Science. It offers three BTEC Level 2 Extended Certificates (in L&T, H&SC and IT). At foundation level it offers the BTEC Level 1 and the Pathways to Independence course for students with learning difficulties and/or disabilities.

Governance

The Governing Body has a number of committees: Finance & General Purposes, Audit, Standards, Buildings, Remuneration, Advisory and Appeals which operate effectively according to the Instrument and Articles of Government. The Governing Body sets and monitors the strategic direction of the College. It is involved closely the strategic planning process and has a strong grasp of financial and accommodation matters. It is well informed and has a clear focus on curriculum and students both in setting and maintaining the College's educational character and direction. Its Quality Assurance arrangements are comprehensive and effective and include a robust critical analysis of the Annual College SAR and systematic monitoring of action plans. There is a climate of mutual respect between the Governing Body, as employer, and staff.

The Governing Body assure themselves of the quality of the College's work through its Standards Committee which meets four times a year. The Standards Committee membership comprises four Governors, the Principal, Vice Principal, Assistant Principals, Heads of Faculties, the Director of Administration and College Services, the MIS Manager, the Equal Opportunities Coordinator, student and staff governors and a critical friend.



Loreto College Equal Opportunities Policy For Staff

Preamble

Loreto College is a designated Catholic Sixth Form College established to serve the needs of 16 to 19 year old students in Manchester and surrounding areas. Its Mission Statement encourages both staff and students to be "...doers of justice" and it is therefore committed to an Equal Opportunities Policy which respects the view that no employee should experience less favourable treatment. This assumes a commitment on the part of the employee to the ethos of the college and that there is no offending background which could create risk to students and vulnerable adults.

1.0 Introduction - General Policy Statement

1.1 This policy has been formulated to promote, implement and monitor the equality of opportunity for present and potential future staff at Loreto College.

1.2 The college will seek to ensure equality of opportunity for all its staff.

1.3 The College will ensure that, through this policy, it fulfils its obligations under the Equality Act (2010) which makes it unlawful to discriminate directly or indirectly, or harass customers or clients because of the protected characteristics of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of goods and services.

1.4 The College Governing Body will be the respondent in circumstances where the legislation has been deemed to be breached by the college, by any appellant.

1.5 The College will co-operate/consult with such national/local Advisory Bodies as operate to monitor/implement the Act of 1.3 in resolving any disputes which may arise through the implementation of this policy and in amending or amplifying this policy.

2. Applicants for Posts

2.1 The College will ensure that information required for monitoring purposes will be kept separate from the application form and will not be used for any short-listing process.

2.2 Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job and candidates should meet the minimum criteria required by the college including its ethos and that there is no offending background that could create risk to students and vulnerable adults. Candidates for employment or promotion will be judged objectively against the requirements of the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis for employment decisions except where necessary.

2.3 All staff involved in the selection process will be trained in the provisions of the Act outlined in 1.3.

2.4 In the Interview process;

(a) No candidates will be discriminated against on the grounds of the criteria outlined in 2.2.

(b) All candidates will be assessed in the same manner.

2.5 The College will meet, as far as is possible, any special requirements requested prior to interview which will assist persons with disabilities at the interview.



3. In Employment

3.1 No member of staff will experience discrimination in terms of access to promotion, training or any other benefits or facilities provided that they meet the minimum criteria required.

3.2 No member of staff will be dismissed on the grounds of their physical or social attributes. This assumes a commitment on the part of the employee to the ethos of the college and that there is no offending background which could create risk to children and vulnerable adults.

3.3 No member of staff will be subjected to any form of detriment on the criteria outlined in 3.2.

3.4 The College will ensure that a working environment is provided which does not prevent disabled individuals taking up positions for which they are suitably qualified.

3.5 If any member of staff feels that they have a legitimate grievance on the basis of the criteria outlined in the Policy then procedures will be followed as detailed in the Staff Handbook.

3. Employee's Responsibilities

4.1 Every employee is required to assist the College to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

4.2 Employees can be held personally liable as well as, or instead of, the College for any act of unlawful discrimination.

4.3 Acts of discrimination against employees or customers are disciplinary offences and will be dealt with under the College's disciplinary procedure. Discrimination may constitute gross misconduct and could lead to dismissal without notice.



Policy for the Recruitment of Ex-Offenders

Vision

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. 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 men and women of courage who are alive to the needs of humanity and committed to making a better world.

Introduction

The College aims to be an educational community which gives expression to the core values of Mary Ward - freedom, justice, sincerity, truth, joy, excellence and internationality.

Loreto College has the highest expectations of personal, academic and professional excellence. This document sets out the College's policy and guidance on the procedures it will follow relating to the recruitment of ex-offenders. In doing so, the college will be mindful of its core values and of its duty of care to all its staff and students and will endeavour to act at all times with justice, compassion and respect for the dignity and worth of all those involved in the process.

Preamble

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Loreto College complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Loreto College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

General Statement

- This policy, on the recruitment of ex-offenders, is made available to all applicants for employment with Loreto College.

- Having a criminal record will not necessarily bar a person from working at Loreto College. This will depend entirely on the nature of the position applied for and the details of the offence(s), caution(s) or reprimand(s) and the relevance of such to the work of the college.

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Loreto College complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. Loreto College undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.



- Loreto College can only ask an individual to provide details of convictions and cautions that Loreto College are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Loreto College can only ask an individual about convictions and cautions that are not protected.

- Loreto College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

- Loreto College actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Loreto College select all candidates for interview based on their skills, qualifications and experience.

- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

- Loreto College ensures that all those in the college who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Loreto College also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg. the Rehabilitation of Offenders Act 1974.

- At interview, or in a separate discussion, Loreto College ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

- Loreto College makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request. Alternatively, this information is directly accessible at https://www.gov.uk/government/publications/dbs-code-of-practice.

- Loreto College undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.