



STAFF VACANCY

HIGHER EDUCATION SUPPORT TUTOR (0.80 TO 1.0 FTE) TO COMMENCE FROM 24TH AUGUST 2021



Mission

Holy Cross, founded by the Daughters of the Cross, is a Catholic Sixth Form College and University Centre, which exists to promote a high quality education within a community based on Gospel values.

We provide the opportunity for each person to develop spiritually, morally and intellectually and we welcome students and staff of all faiths.



Holy Cross College

Catholic Sixth Form College and University Centre

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Website: www.holycross.ac.uk

Email hr@holycross.ac.uk

Principal Ms C Vitti

May 2021

Dear Applicant,

Thank you for your interest in the advertised post of HE Support Tutor (0.80 to 1.0 fte) at Holy Cross College, Bury.

As a Catholic College for the Community, we welcome staff and students of all faiths. We strive continuously to maintain and further improve our success within a friendly, supportive and caring environment through the commitment and enthusiasm of our incredibly dedicated, caring and expert staff.

We have a first rate system of pastoral care and support, with specialist tutors to guide our students through their studies and achieve their goals. All these things were highly praised in our Ofsted report where we were rated "Good" across all judgements.

We see our students as unique individuals and we do all that we can to encourage students to develop a wide range of interests as well as pursuing their particular gifts and talents – so enrichment is particularly important here. One reason that we are 6th in country among Sixth Form Colleges for successful University applications, with significant Russell Group and Oxbridge success, is this broad, enriching approach.

We also run a highly successful University Centre with three partner universities. There is no doubt that this HE element to our work adds something important to the atmosphere at college.

Set out below is a job description and person specification relating to this vacancy, together with some additional information about the College. If you wish to learn more about the college, individual courses and examination success please look at our website: <http://www.holycross.ac.uk>. If you have any queries in relation to the post please contact our Human Resources Department by e-mail: hr@holycross.ac.uk

If you feel you meet the requirements of the post, and are inspired by the prospect of taking up this important role at Holy Cross, so crucial for the college in so many ways, I hope you will apply to join us. Completed applications should be returned to the Human Resources department (by email only) **by 10.00 a.m. Friday, 21st May 2021** Interviews will take place shortly after the closing date.

We ask that you accept, in the interests of economy, if you have not heard from us within 3 weeks of the closing date, that you have been unsuccessful on this occasion.

Yours faithfully

Carina Vitti
Principal



Background to the University Centre

The University Centre at Holy Cross Sixth Form College was established in 1999 as a response to the Government's widening participation drive. The vision was to provide higher education (HE) opportunities locally for people who were unable to follow a more traditional route to gaining a degree. To achieve this aim Holy Cross works in partnership with several universities, all of whom deliver all levels of their degree programmes at Holy Cross. Current partners include:

Liverpool Hope University
Edge Hill University
St Mary's University, Twickenham

The University Centre serves a local catchment area covering Bury Metropolitan Authority and neighbouring boroughs in the North West. Currently, the University Centre has approximately 400 students studying on a variety of degree courses, tailored to meet local needs and delivered on both a full and part-time basis.

The model developed originally was a partnership whereby the HE institution delivered the academic content of the degree and Holy Cross University Centre provided an infrastructure that supported student throughout their programme, from first enquiry to graduation. The importance of delivering all elements of the programme locally is fundamental to the success of the programme, it allows people who cannot study at the main campus to enrol and complete their degree studies locally – including to Honours level. The programmes offered at the University Centre are flexible in that they are a combination of college and home-based study (blended learning). Students have the option of studying either full or part-time, both of which are delivered in the twilight/evening.

The University Centre delivers HE in what is known as a 'cold spot' in the North West of England, an area with a low level of progression to HE. Many of the people who enrol on the courses have met with barriers to progression in their lives and the opportunity to study for a degree locally can often remove the glass ceiling that may otherwise prevent them from achieving their potential. The provision has been developed to meet the specific needs of groups who would have traditionally been excluded from Higher Education.

Each student is assigned an HE Support Tutor who will provide support at every stage of the process, from application to graduation. There is also an experienced administration team that deal with many student procedures and issues. The University Centre is open 52 hours per week for 50 weeks of the year, there is an open-door policy and students are encouraged to seek advice as and when required. The recent offer has included:

Programmes offered:

- MA Catholic Schools Leadership (St Mary's University College, Flexible)
- BA(hons) Early Childhood Studies & SEN (Holy Cross 3 yr F/T)
- BA(hons) Education & Early Childhood Studies (Holy Cross 3 yr F/T)
- BA(hons) Education & SEN (Holy Cross 3 yr F/T)
- BA(hons) Education & Health & Wellbeing (Holy Cross 3 yr F/T)
- BA(hons) Health & Wellbeing & SEN (Holy Cross 3 yr F/T)
- BA(hons) Health & Wellbeing & Early Childhood Studies (Holy Cross 3 yr F/T)
- BA(hons) Early Years Leadership Top-up (Edge Hill 1yr F/T)
- BA(hons) Early Years Education Top-up (Edge Hill 1yr F/T)
- FD Early Years Education and Leadership (Edge Hill 2 yr P/T)
- PGCE Primary with QTS (Edge Hill 1yr F/T)
- PGCE Early Years Education with QTS (Edge Hill 1yr F/T)

Continuing students: BA(hons) with subjects including

- English Literature
- History
- Philosophy & Religion

Additional sessions:

- Study skills offered throughout the academic year
- HE Introduction/Preparatory course (3 x 6 week course)

The work of the University Centre has been recognised as an example of good practice at local, regional and national level. In May 2018, the Quality Assurance Agency inspected the university centre awarded the highest level of confidence:

- There can be confidence that academic standards are reliable, meet UK requirements, and are reasonably comparable with standards set and achieved in other providers in the UK.
- There can be confidence that the quality of the student academic experience meets baseline regulatory requirements.

In a recent five-day internal audit of the University Centre in August 2020, RSMUK confirmed that the University Centre scored the highest overall assurance result (Substantial Assurance – top of the four-scale system which RSMUK uses) with only three relatively minor actions to consider.

There are currently eleven members of staff in the University Centre team who are very supportive of each other and all staff members contribute ideas to the department's success.



Job Description

TITLE:

Part-time Higher Education Support Tutor (0.80 to 1.0 fte)

Applicants are requested to indicate their preferred full time equivalent (FTE) clearly on the Application Form and/or Supporting Statement.

PURPOSE:

- To be the main contact for a designated group of students on Higher Education courses in respect of all matters relating to their pastoral and support academic needs.
- To assist in the marketing, recruitment, retention strategies' plus implementation and development of projects as directed by the Director of University Centre or Deputy Director of the University Centre.
- To lead the University Centre team in an area of agreed individual expertise (e.g. UCAS, QAA, partner university links, recruitment etc.)

REPORTING TO:

University Centre Management Team

LIAISING WITH:

Staff, students, and representatives of other education institutions, and relevant outside agencies as appropriate.

GRADING/ SALARY:

Teaching Staff Salary Spine (Pay award pending 01.05.2021) - £25,570 to £41,732 (pro rata) per annum.
Actual salary:

£22,029 to £35,953 per annum based on 0.80 FTE for 42 weeks of the year.

£27,536 to £44,942 per annum based on 1.0 FTE for 42 weeks of the year.

SPECIAL CONDITIONS:

This is a 0.80 to 1.0 fte post for 42 weeks of the year.

The specific working hours will be negotiated with the successful post holder, due to the need for support to be available to students during periods outside of normal term time. There is a requirement to work up to 3 evenings per week, up to 8.30 p.m. and once or twice a year on Saturdays.

The College's Conditions of Service in relation to standard working time/evening teaching/the College Year will not apply to this particular post.

MAIN DUTIES:

Operational/ Strategic Planning

- To contribute to the development of resources, development of plans relating to Higher Education courses, and other University Centre initiatives (in line with personal experience and/or aspirations).
- To contribute to the delivery of HE study skills/preparatory courses.
- To contribute to the day-to-day running of University Centre programmes.
- To implement Holy Cross and partner Higher Education Institutions' Policies and Procedures e.g. General Data Protection Regulations, Safeguarding, Equality Assurance, Health & Safety, Quality Assurance, Information Security Management.

- To contribute towards self-assessment and development planning in respect of University Centre Programmes.
- To contribute to the marketing and recruitment of prospective students including Initial Advice and Guidance, and retention of existing students.
- To contribute to the planning process for the University Centre activities and ensure that the planning relating to initiatives reflect the needs of the students, and the aims and objectives of the College.
- To assist in the co-ordination of exam provision/pastoral and academic support/monitoring of student assignments.
- To lead the University Centre team in terms of a cross-team responsibility in accordance with individual expertise.

Curriculum Provision and Development

- To assist in the development and delivery of appropriate modules within the University Centre Programme(s) offered through Holy Cross College (in line with personal experience and/or aspirations).
- To enable the provision of advice and guidance for students in terms of academic support.

Curriculum Provision and Development

- To ensure arrangements are in place for University Centre courses.
- To implement student-monitoring procedures, including the timely following up absences of more than two sessions.

Staffing

Staff Development:

- To take part in staff development as appropriate.
- To take part in the College's Performance Review process.
- To contribute towards the staff development of other staff as appropriate.

Quality Assurance

- To support College quality procedures and ensure the effective operation of quality assurance systems in respect of the areas of specific responsibility.
- To contribute towards the process of setting of targets in respect of the University Centre and work towards their achievement.
- To monitor and evaluate the area in line with agreed College procedures including evaluation against targets, quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To contribute to the development and improvement of the University Centre processes, procedures and functions.

Management Information and Administration

In conjunction with the Director and Deputy Director:

- To ensure the maintenance of accurate and up-to-date information concerning students involved within the University Centre courses.
- To collect, analyse and evaluate performance data.
- To develop local systems and procedures for pre-course publicity and recruitment, including advice and guidance in respect of application forms.
- To administer assessment process to ensure appropriateness of course for students.
- To implement student monitoring procedures, including following up absences of more than two sessions.

Student Support

- To offer accurate advice and guidance to prospective students including finance, UCAS, course information, entry requirements.
- To be responsible for a designated pastoral cohort.
- To provide pastoral support in line with College procedures, and in conjunction with appropriate external agencies.
- To advise students on re-sits, deadlines for receipt of work etc.
- To ensure there is access to careers advice and guidance.
- To actively monitor and follow up student absences.
- To attend graduation ceremonies

Liaison

- To liaise with the Deputy Director of University Centre on administrative and management links with all HE Partner Institutions.
- To attend relevant meetings at partner universities.
- To attend occasional staff/student liaison meetings.
- To contribute to the arrangements for student representation on course committees.

Management of Resources

- To contribute, where appropriate, to opportunities for income generation.
- To co-operate with other areas of the College to ensure a sharing and effective usage of resources to the benefit of all.

Other

- To support the aims and objectives of the Holy Cross and partnership universities.
- To attend meetings in accordance with Holy Cross College meetings' schedule.
- To undertake any other duties of an equal nature as assigned by the Principal or his/her designated alternative.



Person Specification

HE Support Tutor	Essential	Desirable
Personal	<ul style="list-style-type: none"> Enhanced clearance through the Disclosure and Barring Service (DBS). Medical Clearance. Note: both of the above would follow an initial offer of appointment. Two satisfactory references. Satisfactory record of attendance (subject to the requirements of the Equality Act). Ability to meet the requirements of the Asylum and Immigration Act (in as much as you must be eligible to work in the UK). 	<ul style="list-style-type: none"> Full driving licence and use of own vehicle.
Qualifications	<ul style="list-style-type: none"> Degree level qualification Teaching/Lecturer Qualification (PGCE or HE equivalent) 	<ul style="list-style-type: none"> Postgraduate qualification or higher degree Counselling/guidance/advice qualification or related experience.
Experience and knowledge	<ul style="list-style-type: none"> Experience of supporting students through Higher Education programmes with a proven track record of success. Experience of working with HE Partners. Familiarity with developments in Higher Education. Knowledge of Microsoft Word and other software packages. 	<ul style="list-style-type: none"> Experience of teaching/lecturing. Evidence of continuing professional development.
Skills and qualities	<ul style="list-style-type: none"> Commitment to the ethos of the college Commitment to child protection and the safeguarding of young people and vulnerable adults. Commitment to Equal Opportunities. Positive attitude. Ability to meet deadlines. Excellent communication skills, orally and written. Excellent presentational skills, orally and written. Excellent organisational and planning skills. Ability to relate well with staff and students. Ability to work under pressure. Good team working skills. Ability to motivate staff and students. Flexibility and adaptability. Time management skills. Problem solving skills. An excellent record of attendance and punctuality. 	<ul style="list-style-type: none"> Willingness to undertake relevant training. Patience. Persistence. A sense of humour.



General College Information

Working at Holy Cross College

We believe Holy Cross Sixth Form College is a great place to work as we genuinely care about all our staff and want them to be happy working here. In return our staff can expect:

- Generous holiday entitlement
- Option to apply for sabbatical leave
- Family friendly policies
- Free car-parking (on and off-site)
- Automatic enrolment into the Local Government Pension Scheme
- Excellent opportunities for CPD and individualised induction programmes for new staff
- Cycle Hire scheme (subject to terms and conditions)
- VDU eye sight test vouchers (subject to terms and conditions)
- Various health and wellbeing benefits (including an on-site gym, staff well-being initiatives, staff badminton and football)
- Counselling service – face to face counselling as well as access to a confidential telephone counselling service

Staff at Holy Cross benefit from working in a well maintained and resourced environment with good terms and conditions of employment. We provide benefits in excess of the statutory minimum in respect of maternity, paternity, adoption and family/personal leave to assist staff in successfully balancing the demands of their personal and working lives.

At the end of the summer term we have a Staff Retreat, as well as a Mission and Ethos Day, which enables staff to come together outside their usual working environment. In recent years this has involved staff opting into a variety of off-site activities, to engage socially and re-charge their batteries!

Free car parking is available on the college site and, although limited, additional off-site parking is available at Bury Sports Club. Staff also have free access to the library resources and to internet and email, though any such use must be in accordance with the College's Information Security Management Policies.

How well do our students achieve?

The 2020 exam results indicate:

- Overall pass rate at A Level is 99.5%
- 14 students achieved at least 4 A*/A grades at A Level (including one student who gained 5).
- A further sixty nine (69) students achieved at least 3 A*/A grades at A Level.
- 64% of all grades were graded A* - B.
- 29 subjects achieved a 100% pass rate at A Level.
- Overall pass rate at Level 3 BTEC is 100%.
- 9 students achieved 3 x Distinction Star (D*) grades.
- 31 students achieved at least 3 Distinctions and above.
- All 8 L3 BTEC programmes achieved a 100% pass rate
- 5 courses with 100% high grades (D*, D or M)

This is based on approximately 940 students taking Level 3 (A Level and BTEC) courses at Holy Cross in June 2020.

Past and Present

Holy Cross has its roots in 1878, the year in which a group of religious sisters - the Daughters of the Cross – left Germany as a result of the Kulturkampf and were welcomed by Bishop (later Cardinal) Vaughan to the Diocese and to Bury. Originally there was a small parish school – Holy Cross School – which developed into a Convent school, which grew into a large Grammar School for girls – Bury Convent Grammar School – and, in 1979, Holy Cross College, a mixed Sixth Form College, came into being.

We have grown even further since then, and now have over 2000 16-19 students and a University Centre with around 400 students. In 2009 the Daughters of the Cross closed their convent in Bury, and are now under the Trusteeship of Salford Diocese, but we still have important links with the Congregation.

We are very proud of our reputation for academic excellence, and pastoral care. Despite the many changes in post-16 education over recent years, including changes of emphasis in inspection regimes, we are committed to maintaining and developing this reputation, and we aim to provide a safe and secure Christian environment for all our students, respecting those of all faiths. We are also financially very secure – having been rated once again by ESFA as Outstanding in this respect – and have exceeded once again all our recruitment targets and grown strongly.

We are a college with a great past, therefore, and a very secure future!

Music and Drama

The College encourages students (and staff) to take part in the exceptionally wide range of musical and dramatic activities available at College. These include annual musical theatre productions, biennial operas, choirs, the orchestra and small instrumental ensembles. Concerts are given at regular intervals, and there are many theatre visits, international choir trips, choral scholarships and an international artist masterclass series. In recent years we have put on “Sweeney Todd”, “Miss Saigon”, “Hansel and Gretel”, “Phantom of the Opera”, “Dido and Aeneas”, “The Sound of Music”, “The Wizard of Oz”, “Fiddler on the Roof”, “Les Miserables”, “West Side Story”, “Oliver” and Shakespeare’s “A Midsummer Night’s Dream”. If you are interested in musical or dramatic activities then you won’t be disappointed.

Sport

At Holy Cross we also have high sporting reputation and offer a wide range of activities for students to enjoy at recreational and/or competitive level. British Colleges Sport, North West Colleges and governing body competitions are entered and we have college teams in football, rugby, netball, hockey and basketball, badminton, tennis, athletics, table tennis, golf, trampolining, cross country and swimming. Facilities on site include a Sports Hall, recreational area and free use of a gymnasium (where personal training programmes can be devised), staff football and badminton.

Religious Education

As well as being involved in many areas of College life, the RE Department also teaches the General RE course, which all students attend for one lesson each week. The course covers a wide range of topics, always with the idea of helping students to explore their faith, philosophical and ethical issues, the world around them and understand better their own human nature.

Chaplaincy

We have a full time Lay Chaplain (our local Parish Priest is our Priest Chaplain and indeed we are fortunate to have many local priests coming to celebrate Mass for us, usually on a weekly basis and for Holy Days.) The Chaplaincy is available to all and runs many activities – in addition to Morning Prayer, Adoration and Meditation opportunities there are voluntary opportunities for retreats (including an annual Staff Day Retreat) and the annual pilgrimage to Lourdes to help the sick, with the Diocese of Salford.

As stated in our Mission, we welcome staff of all faiths. Colleagues celebrate religious festivals and particular events in the college calendar, for example, the start of a new college year, by joining together for Mass.

Caring for our Students

Pastoral care is a major priority at Holy Cross and underpins all that we do. We aim to support students throughout their time with us and to help them to make the right decisions when they leave us. Progress Tutors keep a careful watch on individual student progress and are also someone for students to turn to if they have difficulties.

Discussions relating to academic progress take place regularly between students, Subject Tutors Progress Tutors, and Action Plans which arise from these discussions give students and their parents valuable information on what students need to do to achieve their full potential. All of our staff have a role in caring for our students.

Private Study

All students have time when they are not timetabled for lessons and we encourage them to make good use of this. We have fantastic new Library staffed by professional chartered Librarians providing a wide range of facilities such as online resources, E-books, 16 networked computers plus 20 wireless networked laptops and study facilities and, of course there are books.

The College's Open Access I.T. suite contains over 80 PCs in a state-of-the-art, air conditioned environment, available for use during term time.

The Learning Support Department, to which all students have access is based in the Marie Therese building. There are areas which students can use for private study, which are sometimes staffed, and a number of smaller subject resource areas.



Parents

Our partnership with parents plays an important part in our success. There are parents' evenings and written reports, and we make individual contact with parents if there is a problem. Parents are welcome to contact staff at any time.

College Structure

The Structure of the College would fill a complete booklet of its own, but in simple terms there is the Principal, a Deputy Principal and Vice Principal (Finance and Resources). There are also four Assistant Principals, two who are responsible for our large number of Curriculum Leaders (and an even greater number of subject teachers), and two who are responsible for the Pastoral Team and associated care of our students. There are also a wide range of non-teaching posts and posts of responsibility held by staff in addition to their normal roles.

University Centre

In addition to our sixth form work, the College has had a University Centre since 1999. Currently we have around 400 students, some full time and some part time, most teaching is focussed in the afternoon and evening. We collaborate with three partner universities, Liverpool Hope, St Mary's University College, and Edge Hill and students take Foundation, BA, PGCE and MA degrees. In the future it is hoped that there may be some joint appointments with our partner institutions, and some opportunities for interested sixth form staff to teach at least to First Year on degree courses. Applicants holding doctoral level qualifications, with research interests, would clearly be particularly suited to such possible future developments.

In 2020, 112 students completed their studies with 83% of students achieving a 1st or 2:1 classification; 99.5% achieving 2:2 or above. This includes our Edge Hill provision BA (Hons) TLMP / Top up courses which achieved 89% 1st or 2:1 and BA (Hons) Early Childhood & Education, 88% 1st or 2:1. Of the 16 students studying for a Foundation degree at Holy Cross 58% achieved distinction/merit with 100% pass rate overall, 4 students have deferred. In the NSS survey, 90% of our students said they are satisfied with the quality of their course.

Unions

The Unions recognised by the Governing Body are: UNISON, NEU (NUT/ATL), NASUWT and ASCL. The Principal holds regular meetings with the College Union representatives.

Miscellaneous

The college operates a no-smoking policy across the entire college site.

Holy Cross is located in Bury, Greater Manchester. To read about our town please view:

<http://www.visitbury.com/>

Nor, if you are coming from further afield, should you neglect to investigate the tremendous range of wonderful places to live – from the vibrancy of Manchester itself to villages like Ramsbottom with its heritage railway, and its festivals and exceptional market, Bury has much to commend it as a place to live and work.