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**Post of**

**Progress Coach**

**(full/part time, term time only for 37 weeks per year)**



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**The closing date for this post is: Monday 1st July 2019**

**Interviews planned for: w/c 15/7/19**

**Only applications submitted on the College application form will be considered.**

**SECTION A: AN INTRODUCTION TO LUTON SIXTH FORM COLLEGE**

**Background and Local Context**

Luton Sixth Form College is a specialist Sixth Form College, providing academic and general vocational education for 16 to 18 year olds in Luton. Established in September 1966, we are the oldest such institution in the country and, with more than 2,800 students, we're also one of the largest. Young people wishing to study here can choose from a [vast array of A Level and Vocational courses](https://www.lutonsfc.ac.uk/#/pages/pages-curriculum/our-courses), as well as additional qualifications and awards.

Luton is experiencing significant demographic growth at primary school age, which is beginning to impact on the size of the secondary cohort and will have an impact on post-16 education by 2020. It has been estimated that the size of the post-16 cohort, which is currently around 5000, will increase by approximately 1500 by 2024.

Luton is one of the most diverse towns in the UK. In 2014 approximately 35% of the total population and 45% of the 16-18 cohort were from minority ethnic groups. However, at the College, approximately 70% of the students are from minority ethnic groups. A large majority of young people from the Bangladeshi and Pakistani communities have, traditionally, chosen the College as their preferred destination at 16.

The town includes some areas of relatively high economic deprivation and a relatively high proportion of students at this College are in receipt of Education and Skills Funding Agency funded financial assistance compared with the average for sixth form colleges.

**College Overview**

The College works collaboratively with local high schools, parents, partner colleges, the local authority, the University of Bedfordshire and local stakeholders in the area. It is a member of various local groups, including the Progression and Transition Board, the Teaching School Alliance and the Chiltern Training Group. The 2014-19 Strategic Plan makes explicit reference to the desire to collaborate with local providers and the local authority, to plan provision and improve the quality of information, guidance and support for all young people in the town.

The mission of Luton Sixth Form College is to provide an outstanding education for young people at the College and to work with other local providers to ensure that there are opportunities for all young people in Luton to succeed and progress.

The core values of the College are (as encapsulated in the acronym **SMILE**):

**Students:** as the focus for the work of everyone at the College

**Mutual respect:** caring for and valuing students, staff, governors and our community

**Integrity:** honesty, working hard, taking personal responsibility and promoting equity and fairness

**Learning:** a passion for learning and its capacity to change lives

**Excellence:** high aspirations, high standards and high achievement

The College was given a Good rating in our last inspection, in November/December 2017.

The College has achieved a national reputation for its success, innovation and the quality of individual student care that it provides. Governors, leaders, managers and staff at all levels are committed to the College’s values, providing equality of opportunity and ensuring that the College is an inclusive community; valuing every individual’s contribution and celebrating diversity. The Corporation reflects key employers, elected representatives, staff and students and community groups in Luton and the significant contribution that governors make and their effectiveness are greatly valued. They provide a good balance of challenge and support as well as helping to shape the strategic direction of the College.

**Students and Courses**

Almost all of the College’s work is with full-time 16-19 students, of which there are approximately 3000. Approximately 74% of our students are from minority ethnic groups, mostly originating from Pakistan, Bangladesh, East Africa, the Caribbean or India. Many students come from relatively deprived socio-economic backgrounds and more than 50% are eligible for some form of financial assistance to support their studies.

The vast majority of students follow advanced level courses, with approximately 56% following an academic programme and 44% on general vocational BTEC courses. The College offers 34 A/AS level courses and 28 BTEC Level 3 programmes. The curriculum for the 16-19 advanced level students also includes a tutorial programme that develops students’ learning and employability skills, a wide range of enrichment opportunities and, where appropriate, timetabled learning support. There are approximately 268 students who study a level 2 programme each year, the majority of whom progress to level 3 courses at the College.

**Student Achievement**

Student achievement and success rates have increased significantly over the last ten years and have been at or above national averages for all major course types for the last four years. The achievement rates for A level subjects are high, while those for BTEC general vocational courses are nearly all outstanding.

There is an established culture of continuous improvement of the quality of teaching and learning at the College and there is widespread commitment to providing students with broad and rich experiences beyond the environment of the classroom. In recent years, there has been greater emphasis on increasing the range and number of sporting activities available and increasing opportunities to gain work related learning experiences, providing more support for students to enable them to achieve their best.

UCAS applications have been steady over the last three years with applications acceptance rates maintained at 88%.  This shows the quality of the Information, Advice and Guidance delivered to our students is of a high quality and standard.  National data indicates that the College is particularly successful in terms of supporting and enabling young people from homes with little or no tradition of university level education in the family to progress into higher education.

**Staffing and Resources**

The Principal leads the Senior Leadership Team (SLT) of seven, with colleagues responsible for Finance, Curriculum Quality, Academic Progress and Achievement, Information & Technical Services and Human Resources. The College Leadership Team (CLT) comprises the SLT and the 12 Heads of Teaching and Business Services Departments, as indicated in the College Leadership Structure organisation chart in Section B.

The College has a well-qualified, experienced and highly committed staff, who create a friendly, welcoming and safe environment in which students thrive and succeed. There are over 300 individuals working at the College with around 230 established employees (183 FTE’s) at the College, of which approximately 100 are teachers. The teaching staff are organised into six departments on a subject basis each led by a Head of Department.

The high quality of College staff is the main reason for its excellent performance and continued improvement. All staff are well qualified for their role and benefit from an inclusive and well-resourced staff development policy. There is a comprehensive induction programme for new staff and continued support from the professional tutor and the HR team. In addition to external staff development, training is also delivered in one of two weekly timetabled periods and there has been a major focus on developing teaching and learning, particularly focussing upon peer-led internal staff development co-ordinated by a specialist team of Learning Development Leaders. In recent years there has been a focus on leadership development in the College and currently there are 6 staff on leadership programme and 6 recent ‘graduates’. This approach has been successful in promoting learning for staff and students alike and enabling the College to move towards becoming a true learning organisation. In recent years, there has been an emphasis on developing the electronic tracking system to improve communication, support and monitoring of students and further development of the virtual learning environment and associated technology, to enable students and staff to access College resources from anywhere and at any time.

The College is financially sound and has been consistently graded as Outstanding with regard to financial management for several years. The annual income, of around £14 million, comes primarily from the Education and Skills Funding Agency. Funding is directly related to the number of students on roll and because numbers have increased fairly steadily in recent years, this has helped the College to remain relatively healthy financially during the ongoing period of reduction in national funding of post-16 education.

The College owns the 22 acre site and buildings in a quiet residential area of Luton. It received full Learning and Skills Council approval in July 2008 for a £56m project to completely redevelop the campus. The building was completed on time and within budget and staff and students moved in at the start of the autumn term in 2010. Since 2012 the external and internal sports facilities have been increasingly well-used by staff, students and local community groups, who have been able take advantage of the opportunity to hire the facilities.

The College campus provides an excellent environment for learning. Students and staff report high levels of satisfaction with the facilities and the light, airy and well-designed spaces encourage students to behave in a way that causes visitors to comment that the College feels more like a university than a College.

**Equality, Diversity and Inclusion**

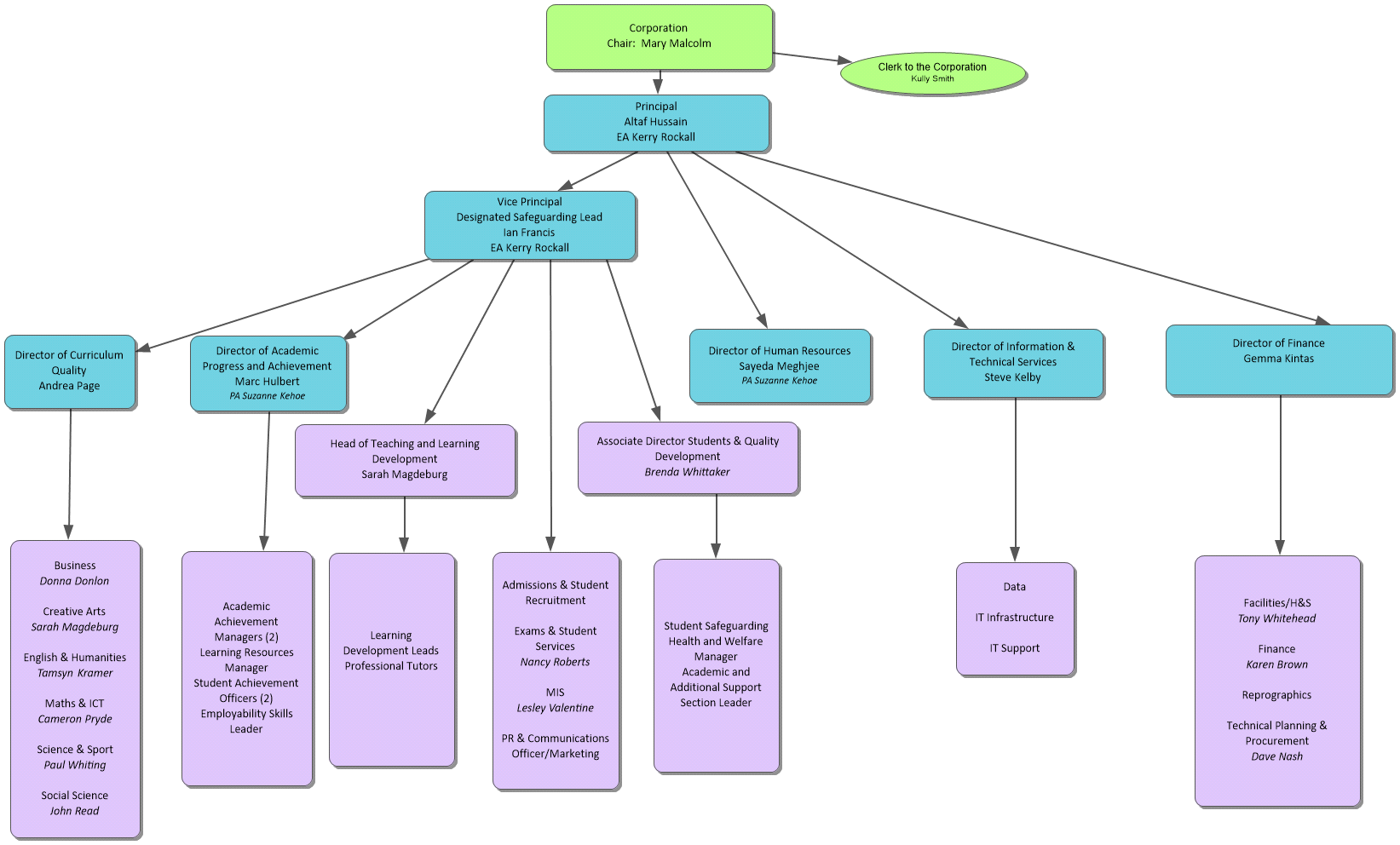
Luton Sixth Form College is committed to equality of opportunity and equality of access to our services. We value all people studying and working at the College and are serious about developing an ethos and culture that challenge inequality and exclusion. The College is committed to providing a non-discriminatory environment, which is free from harassment and victimisation while promoting equality of opportunity; it opposes all unlawful or unfair forms of discrimination, harassment and victimisation due to any of the protected characteristics such as age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, or sexual orientation.

**Altaf Hussain**

**Principal and Chief Executive**

**September 2018**

**SECTION B: COLLEGE LEADERSHIP STRUCTURE**



**SECTION C: SOME BENEFITS AND FURTHER INFORMATION ABOUT WORKING AT LUTON SIXTH FORM COLLEGE**

At Luton Sixth Form College we understand that our greatest asset is our staff. We want everyone who works at the College to enjoy working here and to develop their full potential.

The College is a friendly and very supportive place to work.  It’s a culturally diverse community reflecting the cosmopolitan nature of Luton. Staff employed at the College are highly qualified and committed and the overall turnover of staff is low. The College has a positive culture and provides staff with a healthy working environment. We have an enviable record of staff development and staff have a number of opportunities for career progression within the College.

As a new member of staff, we would encourage you to come to the College before taking up your post so that you can start to get your bearings, meet your colleagues and, of course, meet some of our students. When you officially take up your post you will have a supporter assigned to you who will show you around, introduce you to new people and make sure that you settle in quickly. Supporters are often people who are quite new to the College themselves so they can remember what questions they had when they started. Your supporter isn’t the only person who will show you the ropes. Your Line Manager will also meet with you to go over the demands of your new post. It is very important to us that you feel a part of the College community very quickly.

At the College we understand that your support and development shouldn’t just stop at the end of your first week or your first month. We are all developing all of the time and we run a regular programme of training through professional development that is available to teachers and business services staff alike. Everyone who works at Luton Sixth Form College is involved in the development of our students irrespective of their role. We encourage you to develop new skills by attending external as well as internal training.

We encourage all of our staff to make the most of their time at the College. This might mean working out in the fitness studio or meeting new people by participating in social activities. You might want to play Badminton, Football or join colleagues at the Staff Book Group or Knitting Group.

A summary of some of the employment benefits of working at the College include:

* National conditions of service for teachers and business services staff.
* An unbroken record of implementing national pay awards.
* Generous pension schemes (TPA or LGPS, according to post).
* Assistance with relocation expenses (subject to qualifying criteria).
* An induction programme for all new staff.
* An entitlement to staff development each year, including support for external activities and an extensive programme of in-house events.
* Good support systems for staff, including a staff counsellor.
* Free on-site parking.
* Well-resourced staff working areas, including access to specialist equipment, wherever required.
* An annual Performance Review scheme that identifies individual training and professional development needs.
* Policies and procedures, including for recruitment and selection, which are based on equality of opportunity.
* Effective communication systems; through Yammer, the staff intranet, pigeonholes, internet access, email for all and a staff voice forum.
* State of the art building and excellent facilities.
* Outstanding learning resources, especially IT equipment.
* A staff lounge next to the Westside Restaurant and Café Bar.
* A sports hall and fitness suite available for staff use.
* Strong financial viability and stability.
* A supportive Corporation (governing body) which gives high priority to the best interests of students and staff.

Overall, working at Luton Sixth Form College is exciting and rewarding and an opportunity to develop long and lasting friendships.

**SECTION D: JOB DESCRIPTION AND PERSON SPECIFICATION**

JOB DESCRIPTION

**Job title:** Progress Coach (full/part time, term time only for 37 weeks per year)

**Responsible to:** Student Achievement Co-ordinator

**Job purpose:** To proactively support students to achieve the best that they can in their academic / vocational studies and to manage issues related to their personal development, behaviour or welfare that might be barriers to their progress or achievement.

**SPECIFIC RESPONSIBILITIES:**

Academic Achievement

* To support students in achieving their full academic potential via one to one target setting, action planning and close monitoring.
* To work closely with teaching teams to understand how best to support students who are at risk of under-achieving in their academic studies.
* To promote high levels of attendance, punctuality and conduct amongst all students ensuring this is monitored effectively to promote progress.
* To provide support and supervision for students undertaking independent learning in the A level Achievement Centre

Progression

* Prepare students for their next steps whether that be progression within Further Education, to apprenticeship or applications for university or employment.
* To monitor and record students’ employability skills and experience, identify gaps for progression and working with the careers team to enable students to find opportunities to fill these gaps.
* To write student references, including references for the university applications system and to support students in writing their own personal statements.
* To contribute to student enrolment and induction, including the delivery of Year 10 ‘taster’ sessions

Pastoral support

* To meet with allocated groups of students in weekly timetabled sessions and deliver a comprehensive tutorial programme, which includes a focus on developing study skills such as time management, resilience and revision strategies.
* To liaise effectively with college staff, parents / carers and other agencies, communicating in a timely and professional manner, paying due regard to high levels of spoken and written Standard English.
* To communicate with parents/carers regarding any aspects of a student’s progression either in writing, by telephone or in face to face meetings.
* To take an active part in the administration and application of student behaviour procedures and fitness to study procedures.
* Identify support needs including mental health and safeguarding concerns, especially where these are affecting the student’s ability to complete their studies successfully and make referrals as appropriate.

Additional

* To act, at all times, as a positive role model for young people.
* To undertake any other duties as directed by the Student Achievement Co-ordinator that are commensurate with a post of this grade

**GENERAL RESPONSIBILITIES OF ALL STAFF**

All College employees are expected to:

* Maintain own continuing professional development.
* Maintain discretion and confidentiality as appropriate for the post.
* Comply with College policies and procedures particularly the Health and Safety, Safeguarding, Equality Policy and Procedures.
* Promote a positive image of the College internally and in the local community.
* Contribute to the management of students throughout the College.
* Use IT where appropriate and develop IT skills.
* Liaise with other departments and members of staff as appropriate.
* Participate in College events as required.
* Carry out other duties commensurate with the grade and general nature of the post under the direction of the Principal or other designated manager of the College

**PERSON SPECIFICATION**

The College regards the following as important criteria and will look for evidence that candidates meet as many as possible.

1. **QUALIFICATIONS**
2. Educated to at least level 3 (A level or equivalent). A qualification at level 4 or above would be desirable
3. IT level 2 qualification or a demonstrable record of IT literacy
4. Maths and English qualifications to at least GCSE A\*-C / 9-4 (or equivalent)
5. Qualified by relevant experience.
6. **EXPERIENCE**
7. Demonstrable record of working successfully with coaching/mentoring people
8. Understanding and experience of confidentiality and information handling
9. Experience of working independently and as part of a team to achieve effective provision of services with a flexible, adaptable and positive attitude
10. Experience of working in a customer orientated environment
11. Experience of working in FE, especially in a sixth form college.
12. Experience of the post-16 age group.
13. A demonstrable record of success in previous roles.
14. **KNOWLEDGE & AWARENESS**
15. Knowledge of principles and practice relating to outstanding learning and support
16. Successful and significant experience in middle leadership in a sixth form college/FE/school setting.
17. Knowledge of academic routes at all levels.
18. Understanding of safeguarding issues, legislation, processes and procedures.
19. Understanding of issues relating to equality, diversity, health & safety and the safeguarding of young people
20. **SKILLS**
21. Excellent communicator (both orally and in writing) with effective listening, influencing and negotiation skills, with the ability to consult at a face-to-face level on a wide range of issues.
22. Excellent numeracy and data handling skills, to be able to interpret and analyse data to identify strengths, weaknesses and priorities for improvement.
23. Innovative, resourceful, creative and open to change with the ability to achieve the highest levels of quality and performance.
24. Excellent writing and presentational skills and the ability to promote the College positively.
25. Highly effective decision-making skills with excellent analytical and problem-solving abilities.
26. Excellent administrative, recordkeeping and IT skills.
27. An ability to take responsibility for several challenging tasks, cope effectively with a high workload and many priorities whilst maintaining an attention to detail and seeing these through to completion within agreed timescales.
28. Excellent interpersonal/organisational skills and the ability to work collaboratively and constructively as a member of a team.
29. **PERSONAL QUALITIES**
30. The suitability to work with children.
31. The ability to work under pressure, be thorough and accurate.
32. A commitment to provide an outstanding and inspirational service to staff and students.
33. A proactive approach.
34. A commitment to continuing professional development.
35. A commitment to equality of opportunity.
36. The potential to make a significant contribution to the overall personal and academic progress of our students.
37. Ability to use your own initiative, including the ability to prioritise.
38. A passion for improving the life chances of young people.
39. Clarity of vision and philosophy, centred on the individual student’s value and potential.
40. High levels of emotional intelligence with evident sensitivity to the needs of students and staff.
41. High levels of emotional resilience, positivity and drive and able to give clear direction and influence others when needed.
42. Strong intellectual powers and the ability to be reflective.
43. Personal and professional integrity which includes having a good work ethic with a high level of personal integrity and professionalism, with the ability to undertake work of a discreet nature, handle difficult situations with tact and diplomacy, take ownership of issues and performance, and have complete respect for confidentiality.
44. Willingness to confront issues and make difficult decisions.
45. Passionate about quality improvement, and the wider Sixth Form College experience.
46. High level of commitment to the College and the development of the full potential of each student.
47. Commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people.
48. A commitment to the College’s values, with focus on academic progress, achievement and student success.

**Luton Sixth Form College is an equal opportunities employer. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**PAY AND CONDITIONS:**

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| **ANNUAL SALARY:** | **Sixth Form Colleges’ Support Staff Pay Spine Point 20 £18,000 (£9.36 per hour) rising to point 23 £19,381 (£10.07 per hour) with annual increments based on service and performance related criteria. This is the Full Time, Full Year annual salary**. **This will be pro rated according to hours worked per week and weeks worked per year)**  **For example:**  **15 hours per week – annual pro rated salary £5,950 rising to £6,407**  **25 hours per week – annual pro rated salary £9,916 rising to £10,676**  **37 hours per week – annual pro rated salary** **£14,677 rising to £15,803** |
| **HOURS:** | Hours of work to be agreed. To work around students’ needs for between 15 and 37 hours per week depending on availability, for 37 weeks per year, term-time only, Some evening work may occasionally be required. The college is open to students between 8.30am and 5.00pm. Flexible hours are available by agreement. |
| **START DATE :** | 2nd September 2019 (Successful candidates must be available to attend Induction days on 27th and 29th August 2019) |
| **DISCLOSURE:** | The College will seek an enhanced disclosure from the Disclosure and Barring Service. |

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**Closing date for receipt of completed application forms: Monday 1st July 2019**

**Interviews planned for: w/c 15/7/19**

**SECTION E: IMPORTANT INFORMATION**

1. **Application Form**

Only applications submitted on the College application form will be considered for selection purposes as this will be the source document used during the shortlisting process. Please complete each section of the application form, even if you repeat some of the information in a letter. All sections of the application form will expand to accommodate your text, and continuation sheets are provided at the end of the form, should you require them.

Any contract of employment that is issued by the College will be on the basis that all information supplied is accurate and that material facts have not been omitted.

1. **Supporting Statement**

You are asked to submit a supporting statement about your suitability for the post to accompany your application form.

1. **Career Gaps**

If you have had any gaps or breaks in your career please explain these in the relevant section on the application form.

1. **Relatives**If you are related to or connected with any member of the Corporation (Governing Body) or staff of the College please record this in the appropriate section on the application form.
2. **References**References that are deemed to be satisfactory by the College are a condition of any offer of employment.  Some key information in relation to references is identified below.

* You are required to provide two professional work references.
* One reference should be from your current or most recent employer.
* References should be from a direct line manager or a central person within that organisation (eg, HR Department or the Head of the organisation).
* In the event we have been unable to obtain a response to our reference request from a direct contact within an organisation, we will endeavour to obtain the required reference by contacting the HR Department or main office.
* We are not able to accept two references from different individuals working in the same organisation.
* In the event that two previous employers do not exist (eg, an individual has only worked in one organisation) then a second reference can be in the form of an official personal character reference  from an organisation such as a voluntary organisation, community group or the applicant’s most recent education provider.
* If there are special circumstances, and you mark **one** of the appropriate boxes, we will delay contact with the referee until after the interview if we wish to consider you further for employment.  If you have any personal connection with any of your referees, you are required to disclose it.

1. **Safeguarding**

If you are successful in your application you will also be required to complete a Disclosure form which will enable the relevant checks to be made including a check with the Disclosure and Barring Service on any criminal background.  The College complies with the DBS Code of Practice (available on the DBS website) and undertakes to treat all applicants fairly. As a result, a previous conviction will not necessarily prevent your appointment to the College.  Applicants are required to note any relevant information either in the application form or in a separate note. 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.

1. **Equal Opportunities**

The College is committed to a policy of Equal Opportunities to ensure that all candidates for employment are treated fairly. Applications are welcomed from all sections of the community. As part of our monitoring responsibilities, we request information which will be used to measure our progress towards widening the diversity amongst our workforce and will only be published as anonymous statistics. The information provided will not be made available to the shortlisting or interviewing panel.

1. **Certification**You will be required to provide original proof of your identity, right to work, any documents required for safeguarding purposes and qualifications. Please note that receipt of these documents by the College is a condition of the offer of employment.
2. **Closing Date and Interviews**

The closing date is specified within the details about the post.  A short listing panel will meet as soon as practical after the closing date to select candidates that will be invited to interview, if appropriate. If you have not heard from us within three weeks of the closing date, please assume that your application has been unsuccessful.

1. **Postage**

The College encourages applicants to submit their completed forms online. However if you are **posting your forms, please ensure they are sent to the address below with the correct postage paid** and are posted in good time for receipt by the College by the closing date. Applications received after the closing date will not be considered by the College.

**Human Resources Department**

**Luton Sixth Form College**

**Bradgers Hill Road**

**Luton**

**LU2 7EW**

If you need additional information please refer to the College website on [www.lutonsfc.ac.uk](http://www.lutonsfc.ac.uk). However, if have any specific questions or require reasonable adjustments please do not hesitate to contact the HR Department on 01582 432563.

**SECTION F: PRIVACY NOTICE FOR APPLICANTS**

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| Luton Sixth Form College  Privacy Notice for Applicants |  | C:\Users\sdk\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Data Protection 5.png |

This document is designed to provide information about the data the College holds on you, as required by the Data Protection Act 2018.

The College has a legitimate interest in processing personal data during the recruitment and selection process and for keeping these records. Processing data from job applicants allows the College to manage, process, assess and confirm a candidate’s suitability for employment and to determine the successful candidate.

**Who we are**

* The **Data Controller** of personal information about you is Luton Sixth Form College, Bradgers Hill Road, Luton, Bedfordshire, LU2 7EW. This means that we are responsible for deciding how we hold and use personal information about you. We are required to tell you what personal data we collect and how we use it.
* Our **Data Protection Officer** is Steve Kelby, Director of Information and Technical Services.

If you have any questions about this notice or the ways in which we use your personal information, please contact our Data Protection Officer via the College email [college@lutonsfc.ac.uk](mailto:college@lutonsfc.ac.uk)

**The information that you give us**

When you apply for employment or work at the College, we may collect your personal details, including but not limited to the following:

* Your name, address and contact details
* Your employment history including your current remuneration
* Details of your education, qualifications and professional membership with registration numbers
* Details of recent Professional Development and Training
* Supporting Statement and any other correspondence you have sent to us
* Details of relations or connections with the College
* Information about your entitlement to work in the UK
* Criminal Records Information
* Details of referees and information received from them
* Performance on a variety of assessment methods
* Equal opportunities monitoring information

The College collects data in a variety of ways, including on our application and monitoring forms, information obtained from your passport or other identity documents, or collected through interviews or other forms of assessment (e.g. online tests).

The College also processes special categories of data from the Monitoring Form for equal opportunities monitoring purposes. As a public-sector organisation, we have a responsibility under the Public-Sector Equality Duty of the Equality Act 2010 to report on these special categories. In addition, we may process information about an applicant’s disability status to make reasonable adjustments (if required) and carry out our obligations.

The College is required to seek information about criminal convictions and offences. We do so because it is necessary for us to carry out our legal obligations to determine an applicant’s suitability to work with our young people.

**The legal basis on which we collect and use your personal information**

By completing and signing your application form and monitoring form, you are entering into a contract with the College to process your application in preparation for the possibility of you being employed or provided work by the College. The great majority of this data is an essential part of our contract, so we do not require specific separate consent from you.

Where the information provided is a special category personal information (e.g. medical information) we will process it because there is a legal requirement for us to collect it, or because it is in the vital interests of you and/or the College.

As noted above, as a public-sector organisation, we have a responsibility under the Public-Sector Equality Duty of the Equality Act 2010 to report on these special categories.

**The uses made of your personal information**

We will use your information to manage and administer your application. This will include communicating with you, pre-employment checks, checking that we will be able to offer any special support you need and deciding whether we are able to offer you a post at the College.

**How long we keep your personal information**

The details of how we keep applicant data is outlined in the College Data Retention Schedule. In general terms, if you complete an application form, the College will hold your data on file for 12 months after the successful applicant commences employment. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, the personal data gathered during the recruitment and selection process will be transferred to our core HR/Payroll system and your Personnel File and retained during your employment or work with the College. The details relating to the retention of these records will be provided to you in the Privacy Notice for Staff.

**How we share your personal information**

At application stage, we will share data with any third-party organisations (such as FE Jobs) who process your application on our behalf, as data processor. We will also communicate with your referees and will seek information from background checks and criminal record check providers, as required to process your application.

Your information may be shared internally for the purposes of the recruitment and selection process. This includes members of the HR team and other staff across the College, as appropriate.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the College during the recruitment and selection process. However, if you do not provide the information, the College may not be able to process your application properly or at all, due to insufficient essential information required to determine whether a candidate meets the criteria outlined in the person specification.

**Data security**

The College has extensive security systems and procedures to ensure that your data is kept safe and that only authorised users can access it.

**Your rights over your personal information**

You have several rights over your personal information, which are:

* the right to ask us what personal information about you we are holding and to have access to this personal information.
* the right to ask us to correct any errors in your personal information.
* the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information.
* the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information.
* the right, in certain circumstances, to ask us to review and explain our legitimate interests to you.
* the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.
* the right to make a complaint to the Information Commissioner’s Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO’s website for further information about this (<https://ico.org.uk/>)

Please note that the College does not carry out Automated Decision Making or Profiling in relation to its applicants or employees.

**Changes to our privacy notice**

We keep our privacy notices under regular review. Any significant changes we make to our privacy policy will be updated on the College website.

**SECTION G: SOME INFORMATION ABOUT LUTON**

Luton is the largest town in Bedfordshire and, with Dunstable, forms the major conurbation in the south of the county.  It is a town packed full of cultural diversity with many different leisure and entertainment facilities.

**Population**

Luton has a population of around 211,000. It had county borough status from 1964-1974, and was responsible for establishing the College as the very first sixth form college in the country in 1966.  Luton became a unitary authority again in 1997. Around 45% of Luton's total population is from an ethnic minority background, but the proportion is significantly higher for younger age groups.  There is a large Irish community and, more recently, there has been a significant increase in migration from Eastern European countries.

**Industry and Employment**

The town is a major industrial centre with Luton Airport as one of the largest and best-known employers. There is a range of business parks and industrial estates, which incorporate light engineering, scientific and micro-electronics firms.  During the next decade the economy of Luton will be transformed as a result of very significant investment which will double the size of the Airport, improve rail links and station infrastructure and increase the quality and range of housing, retailing and leisure facilities in the town.

**Education**

There are about ninety nursery, infant and junior schools in Luton.  There are fourteen 11-16 high schools/academies and three 11-18 high schools/academies.

Bedfordshire, excluding Luton, operates an age 5-9, 9-13, and 13-18 school system.  Systems in neighbouring counties have a change at age 11 or 12.  There are fee-paying schools in Bedford and St Albans.  All secondary schools in Hertfordshire are 11-18.

**Leisure**

The attractive Bedfordshire countryside is a very short distance from any part of Luton.  Nestled in the Chilterns, Luton is surrounded by hills and natural settings. The town has two main parkland areas: Wardown Park and Stockwood Park. Wardown Park is a Victorian park that has the River Lea running through and contains a gallery museum. Stockwood Park is a vast open area where events are held like circuses and fun fairs and it also contains a transport and garden museum.

Dunstable Downs, Whipsnade Wild Animal Park, Luton Hoo, Woburn Abbey and its Safari Park are also among the well known local attractions. There is a small theatre above the town library and The Grove Theatre, in nearby Dunstable, hosts many local amateur theatre companies, bands, orchestras and choral societies, as well as national touring companies and shows.

The town boasts a professional football team, county championship cricket (Northants, not Beds), athletics and swimming facilities and two golf courses.   There is also a series of local and regional sports centres.

**Accessibility**

Luton has a very good rail links to London, which takes about 25 minutes, and to locations on the Midland Mainline railway. The M1 is close to the boundary between Luton and Dunstable, giving easy access to the national motorway network. Further expansion continues at London Luton International Airport.

**Housing**

The overwhelming majority of staff live within the local conurbation or in one of the rural towns and villages nearby such as Ampthill, Barton-le-Clay, Flitwick, Maulden, Silsoe and Toddington.  Some staff also travel from parts of the neighbouring counties of Buckinghamshire, Cambridgeshire, Hertfordshire and Northamptonshire, while others travel from the London area.





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