

carmel  
college

# APPLICANT INFORMATION

For applicants interested joining our dedicated  
team of exceptional staff

2017



## ***Carmel College is outstanding in all aspects of its provision***

**Carmel College** was established in 1987. Since then it has gained a national reputation for the provision of the highest standards of education and pastoral care. Early inspections resulted in Carmel becoming one of the first four sixth form colleges to be awarded Beacon status, an accolade which was followed by the designation “Accredited” College.

The College was again inspected by Ofsted in October 2002 and maintained its previous very high standards. In recognition of its continued success, Beacon status was reconfirmed in April 2003. 2007 brought the Colleges’ most recent inspection. This time Ofsted concluded ‘Carmel College is outstanding in all aspects of its provision’. Under current inspection arrangements Carmel, as an outstanding college has been exempt from inspection.

Exam results are consistently excellent with success rates and value added scores placing the College firmly in the top 10% of sixth form colleges nationally.

### **The Curriculum**

There are approximately 1900+ full time 16-19-year-old students from over 40 different schools both within and outside the Catholic sector, plus almost 200 HE students. About 85% are following advanced level programmes, choosing from around 40 different A levels and a range of BTEC qualifications. In addition, the College offers GCSE resits in English Language, Maths and Science together with two level 2 BTEC’s. Students can mix and match these qualifications according to their own needs and interests. A small but important group of young people are following a Foundation Learning programme designed to help those with learning difficulties and disabilities develop life skills.



All staff and students are encouraged to be involved in the enrichment programme. There is a full range of sporting, performance, chaplaincy and other activities. In addition, there are large numbers of educational trips and visits and a thriving Duke of Edinburgh Award scheme.



Carmel is proud of its post A level provision. Talented artists have the opportunity to pursue a Foundation Art qualification accredited by the University of the Arts London. We are also pleased to provide the “year 0” of a range of University of Liverpool degrees in Science and Engineering, and Health Sciences. This includes the prestigious medicine, dentistry and veterinary science courses.

Carmel College prides on being a Catholic College for the Community. Students are offered opportunities to explore spiritual, social, moral and cultural issues throughout the curriculum and via a programme titled Open Forum. All members of staff are expected to be committed to that ethos and to make a positive contribution.

Around 50% of the students come from the Catholic tradition and the College places great emphasis on the development of an inclusive atmosphere.



## Student Support

There is a comprehensive range of systems in place which is designed to guide students onto the appropriate course and support them during their time at the College and to provide further help as they progress onto the next phase of their lives.

A team of College liaison officers, assisted by senior staff, work closely with partner high schools.

Once on course, each young person is allocated to a Specialist Personal Tutor whose role is to act as mentor and to guide those in his or her care through their time at the College. Each Personal Tutor is supported by a Senior Tutor and Assistant Principal. Specialist careers advice is provided by an in-house Careers Specialist.

Carmel College staff also play a large part in supporting students as they move off to jobs, Higher Education or to other Further Education: for instance, most staff will be in College on A Level results day. There is a specially designed programme of support for those students who have done particularly well at GCSE. This is intended to encourage them to aspire to the most prestigious courses and HE institutions.



## Quality Assurance

A great deal of effort goes into ensuring that the quality of service enjoyed by students is of the highest possible standard. In order to maintain a consistently high level of service to students the College has worked to develop an integrated approach to quality assurance with Value Added at its heart. The main thrust of staff development over the last few years has been the improvement and development of the quality of teaching and learning which takes place. The recent Ofsted inspection confirmed the success of this approach.



## The Ethos of the College

There is a very active Chaplaincy with which a large and diverse group of students is involved. An enthusiastic charities group contributes to a number of different projects including the La Sallian Developing World Project and supporting the homeless people in St Helens.

A weekly Mass, a prayer group and a “thought for the day” support the prayer life of the College and a series of services marks the liturgical year.

The Christian nature of the College underpins the entire philosophy of the approach to students and staff alike. Everyone is treated as an individual and staff are expected to “go the extra mile” for those in their care.





# An Inspiring Environment

Carmel College, long recognised as one of the country's top sixth form colleges has recently completion of the redevelopment of its campus.

The ambitious scheme to replace the majority of the existing buildings saw a total investment of ***in excess of twenty million pounds*** and has transformed the campus environment into a truly outstanding and inspiring place of learning.



In April 2009 the new ***Notre Dame Centre for Art and Design*** was completed. The two storey contemporary building houses 6 large specialist art studios; a technical workshop; dedicated ICT rooms; specialist facilities such as a sewing room, dye print room, dark room and kiln room; student resources and tutorial area; and a vast ground floor, glass fronted Gallery running the full length of the building.

Just a few months later, in July 2009, the College's *main teaching block West Park* was completed, providing outstanding facilities for the *sciences, social sciences, modern languages and foundation learning programme*.



The final building in this phase opened in time for the start of the new academic year in 2010. ***The Dalton building*** comprise facilities for ***Performance and Dance***, including the new Dalton Theatre, which seats an audience of around 200, plus Dance Studios, performance areas and teaching rooms. The ***Student Services Centre*** also located in this building provides students with a "one-stop-shop" for information and advice.



All subject areas have access to their own I.T. facilities and the campus is "***wi-fi enabled***". As part of the College's "***green heating and lighting strategy***", the new buildings are "controlled" by an "***intelligent building management system***" to ensure optimum efficiency. State-of-the-art "air cooling systems" are used throughout; the lighting will be controlled using sensors to detect, and automatically adjust, the level of additional lighting required in individual areas throughout the day.

Most recently the College library and student social areas have been refurbished to a very high standard.

Two new ***Third generation sports training pitches*** are welcome additions to the College's existing sports facilities and the boundaries of the College have been planted with native species of trees and shrubs to encourage wildlife.

The outstanding facilities certainly match Carmel College's outstanding reputation and will provide an inspiring environment for future generations.



# How to Apply

Thank you for your interest in a vacancy at Carmel College. The successful applicant will be expected to show clear and positive commitment to all aspects of the College Mission and ethos. Please read the following information before completing your application form. If you require any further help, please contact the HR department on **01744 452312**, or by e-mail to [hr@carmel.ac.uk](mailto:hr@carmel.ac.uk)

Carmel College is committed to Equality of Opportunity. Applications are welcome from people of all backgrounds, regardless of gender, marital status, age, ethnic origin, nationality, religion, disability or sexual orientation.

All appointments are subject to satisfactory references, enhanced DBS disclosure and health checks.

For further information about the College visit our website at [www.carmel.ac.uk](http://www.carmel.ac.uk)

## Child Protection / Safeguarding

**Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service.** For further information please visit [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

**Please note candidate's suitability to work with children will be explored at interview, including the motivation to work with young people and attitudes towards the use of authority and maintaining discipline.**

## Application Form

Please ensure you give details of your personal qualities and any experience, outlining how you meet the criteria specified in the person specification for the vacancy you are interested in. Provide any additional information you feel relevant to support your application, stating why you are applying for the job. Give details of any work experience and skills you have, including voluntary work and interests. Give explanations for any periods not in employment, education or training including start and end dates. Include your name on any supporting information and submit it as an attachment along with your application form.

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.

**Providing false information is an offence and may be reported to the police.** For further information, please see the Criminal Offences section of the application form.

## References

Please provide details of two referees who can be contacted to supply a professional reference, one of whom must be your present or most recent employer. References will not be accepted from relatives, or from people writing in the solely in the capacity of friends. If you are not currently working with children but have done so in the past, you should provide a referee from this post.

**PLEASE NOTE:** You will appreciate that we have a duty to carefully check that written information about previous history from any applicant for employment is not contradictory or incomplete. Advance sight of references will enable us to use part of the interview to discuss any points from previous employment that may require clarification or further information. We will therefore assume that you are happy to seek all references unless you advise us to the contrary

## Equality & Diversity

Please complete the Equality and Diversity Form. However, completion of this form is entirely optional. This information is used solely for the monitoring of quality assurance in connection with our recruitment and selection process / procedures.

## Interviews

If you are short-listed, you will be invited to attend College for an interview. Short-listed candidates for teaching posts will be asked to complete a 'Candidate Examination Results' form with your results for the past 3 years. You should return this to the College prior to your interview. PGCE students or NQT's will not have this data, but may provide evidence of teaching observations.



Carmel College is a "Disability Confident" employer, and as such we are committed to interview all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities.

## Returning Your Application Form

The application and equality and diversity forms are in "Word" format, and can be completed electronically or printed and handwritten.

Your completed Application Form together with the optional Equality & Diversity Form and any other documents (i.e. CV) can be emailed to [hr@carmel.ac.uk](mailto:hr@carmel.ac.uk)

- Any additional information in support of your application that is private and confidential should be sent in a separate email addressed to Moira Barton (HR Manager) to [moira@carmel.ac.uk](mailto:moira@carmel.ac.uk)

If you prefer to complete the form by hand, this should be sent by post to:

**HR Department, Carmel College, Prescot Road, St Helens, Merseyside, WA10 3AG**

**Please ensure your form arrives at our HR Department by the closing date stated in the advert and on the job description.**

Please note that due to the need to minimise costs, acknowledgement of receipt of postal applications will only be sent out on the inclusion of an SAE.

We regret that due to the high volume of interest in posts at Carmel College, we are unable to contact all candidates directly regarding the outcome of applications. You will therefore receive no further communication unless selected for interview. If you have not been contacted within three weeks of the closing date, you should conclude that you have been unsuccessful. If this should occur, Carmel College would like you to apply for any other post, which you may see advertised, and for which you feel you may be suitable. Applications for each post are considered entirely on their own merits, and lack of success in one application will not prejudice consideration for any further applications.

## Postage

If you are sending your application form by post please ensure you use the correct postage. Occasionally items of mail have been withheld by Royal Mail due to insufficient postage. **ALL A4 ENVELOPES MUST BE WEIGHED.** We cannot guarantee that applications received late due to incorrect postage will be accepted. For more information about postal rates please visit [www.royalmail.com/size](http://www.royalmail.com/size)