

## **COVER ADMINISTRATOR**

Thank you for your interest in this post at WQE.

We believe that this is a particularly exciting time to be joining us, offering a real opportunity to make a difference in this thriving and vibrant Sixth Form College. We strive for excellence in all aspects of our work with students; their academic and wider achievements, their learning experiences, the support they receive in their academic progress, their learning environment and their wider experience of College life. The College operates across two closely located campuses, next to the University of Leicester on University Road and a smaller campus at Regent Road.

In this context, we are looking to appoint one Cover Administrator to work across both the University Road and Regent Road campuses to ensure that the College provides a purposeful and safe study environment for students and staff and therefore will the successful applicants will ideally have experience of working with 16 – 19 year olds.

Previous experience of dealing with students in a classroom environment / clients and working in a calm manner, without direct supervision is essential as is the ability to work in a friendly and professional manner as much of the work will be student and visitor facing.

In addition the successful applicants must possess the ability to use their own initiative as well as work effectively within a team. These roles will require being indoors and outdoors at all times of the year and, in all weathers.

There is one newly created vacant post which is a permanent, term time, 20 hours per week post commencing as soon as possible. The salary will be on the Sixth Form Colleges' Support Staff pay scale 18-21 and a benefit pension scheme is also offered as part of the remuneration package for this appointment. The actual starting salary will be £8,137.

For our part we shall make every effort to support our new colleagues in making the best of the professional opportunities offered by these posts.

## **APPLICATIONS**

If you wish to apply for this post please return the completed application form including the personal details and equality and diversity monitoring forms.

Please do not submit a separate CV. Only information on the application form will be used in the selection process.

Completed applications must be returned by 11am on Wednesday 23<sup>rd</sup> October 2019. Short-listed applicants may be contacted via telephone, and therefore it is essential that appropriate contact numbers are included within the application.

**Please return all completed applications to the HR Department, WQE (University Road Campus) University Road, Leicester LE1 7RJ or via e-mail at [vacancies@wqe.ac.uk](mailto:vacancies@wqe.ac.uk)**

If you have not received further communication from the College within 4 weeks of the closing date please assume that your application has not been successful on this occasion.

Finally, I would like to thank you again for your interest in this post and I hope that we may hear from you in due course.



**Paul Wilson**  
**Principal**

## **OUR CONTEXT**

WQE is a large, thriving and vibrant Sixth Form College providing courses for around 3300 students overall. We are ambitious and determined to build on our successes in providing the best possible learning experiences and outcomes for our students, in a welcoming and inclusive learning community.

WQE enjoys a strong reputation and this is reflected in its popularity with students, attracting applications from the City, from Leicestershire, Rutland and beyond. The majority of our students come from the City of Leicester, an ethnically and socially diverse urban area and the student body reflects this. The college operates from two very closely located and spacious sites, each adjoining the main University of Leicester campus and which provide pleasant, well-resourced and inspiring environments for our students and staff.

The University Road Campus is the larger of the two in size, accommodating around 2200 full time students and the Regent Road Campus accommodates around 1100 full time students.

## **THE CURRICULUM**

Across the University Road and Regent Road campuses the college offers a curriculum that is inclusive and accessible to students from a range of ability backgrounds from Entry Level through to Advanced Level, with the overwhelming majority at Advanced Level and equivalent courses at Level 3. The broad offer includes;

- A levels and equivalent classroom vocational/applied courses at Level 3, including Extended Diplomas
- GCSEs and equivalent classroom vocational/applied courses at Level 2, including English and Mathematics
- Level 1 vocational/applied courses and English for Speakers of Other Languages (ESOL)

## **STUDENTS AND THEIR ACHIEVEMENTS**

Examination results at advanced level are strong. A levels make up the majority of provision and the pass rate in the summer of 2017 was just under 98% and progression rates for students following programmes at other levels are also high. We are particularly proud that our results are achieved by students with a wide range of prior achievement and from diverse social backgrounds. This is a reflection of our commitment to widening participation and a culture of high expectations. Our students are responsive, like to learn and want to succeed. In a typical year the majority of them progress to higher education, many staying in the Midlands region but others going further afield.

Alongside excellent teaching, high quality support and guidance are crucial to our students' success. We invested in support for our students, with specific teams overseeing students' progress and these teams work closely with teaching staff, with staff responsible for Careers or progression and with the Student Services and Academic Support teams.

## **STAFF**

Across our two campuses, in the region of 370 teaching and support staff are the heart of our work and success. A striking feature of the staff is their loyalty; many have spent by far the greater part of their careers at WQE and remain as enthusiastic as ever. At the same time the College's recent merger and continuing growth and popularity provides opportunities for new staff to join, and the College is fortunate to still being able to attract high quality fields.

The College is strongly committed to continuous professional development and actively encourages all staff to reach their full potential. The College also continues to benefit from its very close links with five similar Sixth Form Colleges through the CENBASE peer development and review group with the mix of subject specific networks and the annual joint training day, focused on sharing practice in teaching and learning.

## **RESOURCES**

Our financial health is strong. Teaching areas are well resourced and we continue to invest in order to improve students' experiences. Our buildings and estate create an inspiring environment and are well maintained. As student numbers have increased and to keep the buildings in good order the following are examples of our investments in facilities and learning environment; A £10m project was completed in 2009, providing new accommodation for Art and Design, Performing Arts, Business Studies, Economics and Accounting (together with a cafeteria) and the refurbishment of the Science Block. In addition the science accommodation was further extended in 2011 with the construction of a new building. In 2013 we opened a newly refurbished and extended student dining and social area and in January 2014, a new Learning Resource Centre was created and a new large Sports Hall and classroom block were developed.

More recently, developments have focused on improvements to teaching accommodation. In 2015 we undertook two substantial refurbishment projects, to create a suite of new classrooms, a new suite of IT teaching rooms and to refurbish. A refurbishment programme to improve a large number of existing classrooms and to upgrade the decorative condition continues.