



STAFF VACANCY

TEMPORARY TEACHING ASSISTANT IN

- **Biology (0.5 FTE)**

FROM ASAP until 12 July 2024



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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Principal Ms C Vitti

January 2024

Dear Applicant,

Thank you for your interest in the advertised post of Temporary Teaching Assistants 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 dedicated, highly-skilled and experienced staff.

The Sixth Form College has a long track record as a specialist A Level centre with a national reputation. We were in the top ten sixth form colleges nationally for progress ('value added'), including being 7th nationally for progress in A Level and Applied General qualifications. 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 aspects of the College were highly praised in our recent Ofsted where we were rated "Good" across all judgements.

We see our students as unique individuals and we do all that we can to encourage them 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 are only limited references to this in the Job Pack because our primary need is for excellent A Level teaching, but 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 8.00 a.m. on Monday 22nd January 2024**. Interviews will take place shortly afterwards.

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 Information

We are seeking to appoint a Teaching Assistant to deliver subject area tuition to accelerate students' educational development and academic skills. This could be alongside teaching staff in the classroom, in small groups or on a one-to-one basis or alternatively following communication with the Learning Support Department.

The subject areas and hours are as follows:

- Biology (0.5 FTE)

It is essential that applicants have level 3 qualifications within the particular subject/s, and that they have a real passion for their area, a good level of academic knowledge, and an understanding of how their own specialism relates to other disciplines. They must also have clear and concise communication skills.

The role would particularly suit those considering a career in education, either teaching or supporting learning, and will provide some relevant, paid experience.

These posts are temporary, to commence ASAP until 12 July 2024.



Job Description

TITLE:

Temporary Teaching Assistant (Biology)

This post is temporary until 12 July 2024

PURPOSE:

To deliver subject area tuition to accelerate students' educational recovery and develop academic skills.

REPORTING TO:

Subject Lead for Biology

LIAISING WITH:

College staff, students and external agencies as appropriate.

WORKING TIME:

Part-Time – 0.5 FTE, 18.125 hours per week, term-time only.

SALARY/GRADE:

Point 5 of the Support Staff Salary Spine currently £22,312 (pro rata) per annum

Actual salary: £11.57 per hour

MAIN (Core) DUTIES:

Operational/Strategic

- To provide direct support and guidance to students either in small groups or one-to-one basis.
- To assist in the research, creation and maintenance of up-to-date subject specific resources.
- To comply with college policies and procedures including Safeguarding, Health and Safety, Equal Opportunities, General Data Protection Regulations and the Information Security Management Code of Practice.
- To contribute towards the planning and organisation of practical work within the department.

Staffing

To work as part of a team and to ensure effective working relations.

Quality Assurance

- To contribute towards the process of setting of targets and work towards their achievement.
- To implement College quality procedures.
- To contribute to the monitoring and evaluation of service provision in line with agreed College procedures including evaluation against quality standards and performance criteria.

Management Information and Administration

- To contribute towards the maintenance of accurate and up-to-date information relating to student progress.

Communications

- To provide guidance to students regarding safe, accurate and correct working practices.

- To ensure effective communication as appropriate in order to develop and improve quality and student support, by sharing good practice.
- To liaise with other staff and external agencies where appropriate.

Other

- To support the aims and objectives of the College.
- To undertake any other duties of an equal nature as assigned by the Principal (or his/her designated alternate) or the Subject Lead/Curriculum Leader(s)



Person Specification

Temporary Graduate Teaching Assistant	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). 	
Qualifications/ Training	<ul style="list-style-type: none"> • Level 3 qualifications (A Level or equivalent) in the relevant area. 	<ul style="list-style-type: none"> • IT qualification • Experience of using Microsoft Teams.
Experience and knowledge	<ul style="list-style-type: none"> • Demonstrably strong academic knowledge and understanding of subject specialism 	<ul style="list-style-type: none"> • Experience of working with young people (16-19 years). • Development of ILT.
Skills and qualities	<ul style="list-style-type: none"> • Passion for subject specialism. • Understanding of own learning and ability to communicate this to others • Excellent communication skills • Commitment to the ethos of the college. • Effective organisational skills. • An excellent record of attendance and punctuality. • Positive attitude. • Ability to hit deadlines. • Good communication skills. • Ability to relate well with staff and students. • Ability to work under pressure. • Good team working skills. • Flexibility and adaptability. • Commitment to Equal Opportunities. 	<ul style="list-style-type: none"> • Willingness to undertake relevant training. • Patience. • Persistence. • A sense of humour. • Confident manner.



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 Teachers' Pension Scheme / Local Government Pension Scheme
- Excellent opportunities for CPD and individualised induction programmes for new staff
- Cycle to work 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.

We start the year with a Mission and Ethos Day and staff BBQ, have a staff retreat for new starters, and at the start of the summer term we have a Community 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 a local 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 2023 exam results indicate:

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Pass rate at A level is 96%
with excellent retention of students

573 individual A* and A grades achieved

1243 individual A* - B grades achieved in total

5 students achieved at least 4 A*/A grades at A Level

17 A level subjects achieved a 100% pass rate

Pass rate for Level 3 BTEC is 100%

17 students each achieved 3 Distinction Star (DS*) grades

113 individual Distinction Star (DS*) grades were achieved in total

At Level 3 BTEC, 295 high grades were earned in total by our students
(High grades = Distinction Star (DS*), Distinction (DS) and Merit (ME))

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 2350 16-19 students and a University Centre with 200 undergraduates (and a small number of postgraduates), still on the original site. 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 and Progress Tutors, and resulting 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, 65 networked computers plus 24 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 three Assistant Principals who have responsibility for Curriculum, Quality and Students respectively. There are, in addition, 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 for the last nineteen years had a University centre. Currently we have around 350 students, some full time and some part time, although most teaching is focussed in the afternoon and evening. We collaborate with two partner universities, Liverpool Hope and Edge Hill and students generally take BA, BSc or MA degrees with a small number also doing Foundation degrees.

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 / vaping 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/>