



Huddersfield New College

Applicant Information Pack Support



Welcome

Dear Applicant,

Welcome to your potential future career with Huddersfield New College – or as we are more often known, HNC!

I would like to thank you for your interest in one of our current support staff positions. This short pack shares more about the position and our award-winning College.

Our outstanding staff team is at the heart of the nationally leading results our students achieve. Each year over 1400 young people graduate from HNC and progress on to their next step, having achieved their academic potential and the grades that enable them to realise their ambitions.

Now is an incredibly exciting time to be joining our vibrant and diverse College community. As a member of support staff you will be part of the TES Sixth form College of the Year (2019-20) and be part of an enthusiastic team who all share a genuine commitment to seeing young people achieve their dreams, sometimes in the face of some real challenges.

Our support to ensure our young people succeed is extensive. We ensure that each and every individual student can take advantage of the exceptional opportunities on offer through a comprehensive package of support. Our young people are genuinely well behaved, respectful and polite individuals who want to attend College and want to learn. This pack shares a little more about how our pastoral care and support systems ensure that students can benefit from our outstanding academic experience.

I am proud to be HNC, and be part of a team of diverse staff with a common goal: to make a positive difference to the lives of young people. Working here can be at times demanding, but also incredibly inspiring and rewarding.

We recognise and reward their exceptional hard work, and fully support our colleagues. You can expect to be joining a welcoming teaching community, with first class CPD, and fantastic resources to carry out a first class job. If you are inspired by the moral purpose to our work, and feel you have the skills to ensure our young people can benefit from a world-class educational experience, we would love to hear from you. Finally, I would like to say that I do appreciate the time it can take to apply for jobs. If you do decide to apply, I appreciate your investment of time, and whatever the outcome, I wish you well in the future.

Yours faithfully,
Marcus Smith-Connor
Principal



About Huddersfield New College

Huddersfield New College (HNC) is the TES Sixth Form College of the Year 2019, an Ofsted outstanding provider and holds the National Leaders in Diversity Award.

These awards recognise the exceptional outcomes our students achieve, and how the life-changing opportunities available to them transform their futures.

HNC is unique, with nationally leading results. This short summary information provides some background information you may find useful in relation to your application.

A UK leading, award winning institution

We are an Ofsted outstanding institution, with a range of awards that reflect how our young people enjoy an experience that ensures they achieve their ambitions. Points of interest include:

- Our Class of 2021 achieved record breaking results with a 100% pass rate for A Level and a 99% pass rate for vocational courses. Overall 77% of our Class of 2021 achieved high grades A* A and B (or equivalent)

- We are in the top three organisations in the UK for Equality and Diversity and for four years running we were named the UK Organisation of the Year for Equality and Diversity in the National Centre for Diversity Grand Awards

- We were named as the TES Sixth Form College of the Year 2019-20

- Nearly 8 in 10 of our students progress to university, despite the fact that 35% of our young people come from deprived backgrounds. In 2020 we were named winner of the Social Mobility award in the SFCA Annual Awards

- 95% of our students and parents would recommend HNC to others

An outstanding, diverse choice of study programmes

Our College offers young people a huge range of study options. Although HNC is an academic sixth form college, our curriculum offer includes Level 2 programmes, with young people on these programmes often remaining at College to progress to Level 3.

Uniquely, students can opt for a mixed study programme and can combine A Level and BTEC qualifications. The majority of our BTEC qualifications are available as 1, 2 or 3 A Level equivalents meaning they can be studied as full-time programmes or alongside A Levels. We are currently looking at the provision of T Levels.

Students at HNC often choose to combine a mix of A Level and BTEC qualifications. More academically able students are stretched and challenged through our Aspire XL programme which provides the inspiration, support and cultural experiences that ensure students can compete for places at leading universities and degree level apprenticeships.

This flexibility in study programmes ensure our students flourish and succeed. Our progression rates from BTEC to university is nearly twice the national average and our high-grade rates (A* - B, or equivalent) in 2019 was 77%.

Supporting students to succeed

We understand that happy students are ones that succeed. You will be joining an institute that fully supports students inside and outside of the classroom.

Our pastoral provision is outstanding. All students are assigned a Progress Tutor, and the team work closely with curriculum staff to ensure that students succeed and meet our high expectations. Procedures are in place that ensure any identified achievement or behaviour concerns are identified, with in-house support including a Student Welfare Manager and Mental Health Champion.

Student behaviour is excellent. Our young people want to learn, attendance is excellent and our young people are enthusiastic and motivated to achieve, offering our teaching staff a pleasant and inspiring working environment.

Our young adults are given freedom to grow and mature, whilst learning in an environment that is safe and secure. Our safeguarding systems for supporting at-risk students are robust. Parents/Carers remain an important part of a student's educational journey, with regular Parent Evenings and an online portal which allows them to log in to keep up to date with progress.

The Campus and teaching facilities

Our fantastic facilities support an outstanding experience for our students through facilitating outstanding learning opportunities. Onsite facilities include a Sports Hall, and Sports Barn, Multi Gym, Media Editing Suite and a Childcare and Education Suite. Recent investment saw the introduction of a Starbucks Café, increased social space, and a redeveloped Learning Resource Centre.

In 2021 we were successful in securing funding which will support our expansion through the building of more learning spaces and classrooms, enabling us to increase our student capacity.

HNC is located in an area of open green spaces, and our classroom spaces undergo a programme of regular investment and refurbishment.

All departments have dedicated Faculty offices for staff, along with a main Staff Well-being Room for staff.

Staff structures

Our College support staff teams ensure that College can run effectively, students are supported and we enjoy a welcoming and safe environment. Our support staff teams are varied, including our Estates team, Student Services, Exams, Pastoral, Finance, Marketing and School Liaison and Student Support, amongst many others. Each of our support teams provide a vital role in ensuring an outstanding experience for all of students.

All subjects are part of Faculty with a Head of Faculty reporting directly into our Assistant Principal. Depending upon the size of the area, the department will also have Course Leaders for subjects. Where possible subjects are taught in their subject areas within dedicated Campus buildings.

HNC is an oversubscribed College, and the majority of our staff have opportunity to support our interview and recruitment process.





Being an HNC colleague

HNC is genuinely a supportive and welcoming place to work. We understand that happy, healthy staff are ones that can excel in their work. Working at a College can be really demanding, but we also believe that a work life balance for employees is vital. HNC is an incredibly rewarding environment where you will be part of something that transforms lives! You can expect:

- 24/7 Employee Assistance Programme - giving you access to free support on a range of areas including legal advice, family issues, tax arrangement, money matters, emotional support and so much more!
- Flexible working policy
- Leave of absence/special leave
- Ample free onsite parking, and a pleasant working environment
- Onsite catering
- Pension schemes for teaching and support staff
- Eye care scheme
- Occupational Health support
- A calendar of health and well-being events, supported by our Staff Well-being team
- Enhanced Maternity, Paternity and Adoption pay
- Personal and professional development opportunities
- Free access to the onsite Fitness Suite
- Staff voice is crucial at HNC and we work closely with our relevant unions

Application Guidance

The Job Description details the duties and responsibilities of the post. The Person Specification details the skills and personal attributes required in order to fulfil the role. Your supporting statement should demonstrate how you meet these criteria and key skills relevant to the job description.

Essential

The successful candidate must meet the essential criteria in full, in order to be able to fulfil the role.

Desirable

Although not essential, the post holder may also be asked if they have further desirable experience and skills.

Where criteria are to be identified through testing, this may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and numeracy assessments, presentations, and other practical assessments relevant to the role. For teaching positions, candidates will usually be asked to deliver a micro-teaching session to facilitate assessment of teaching ability.

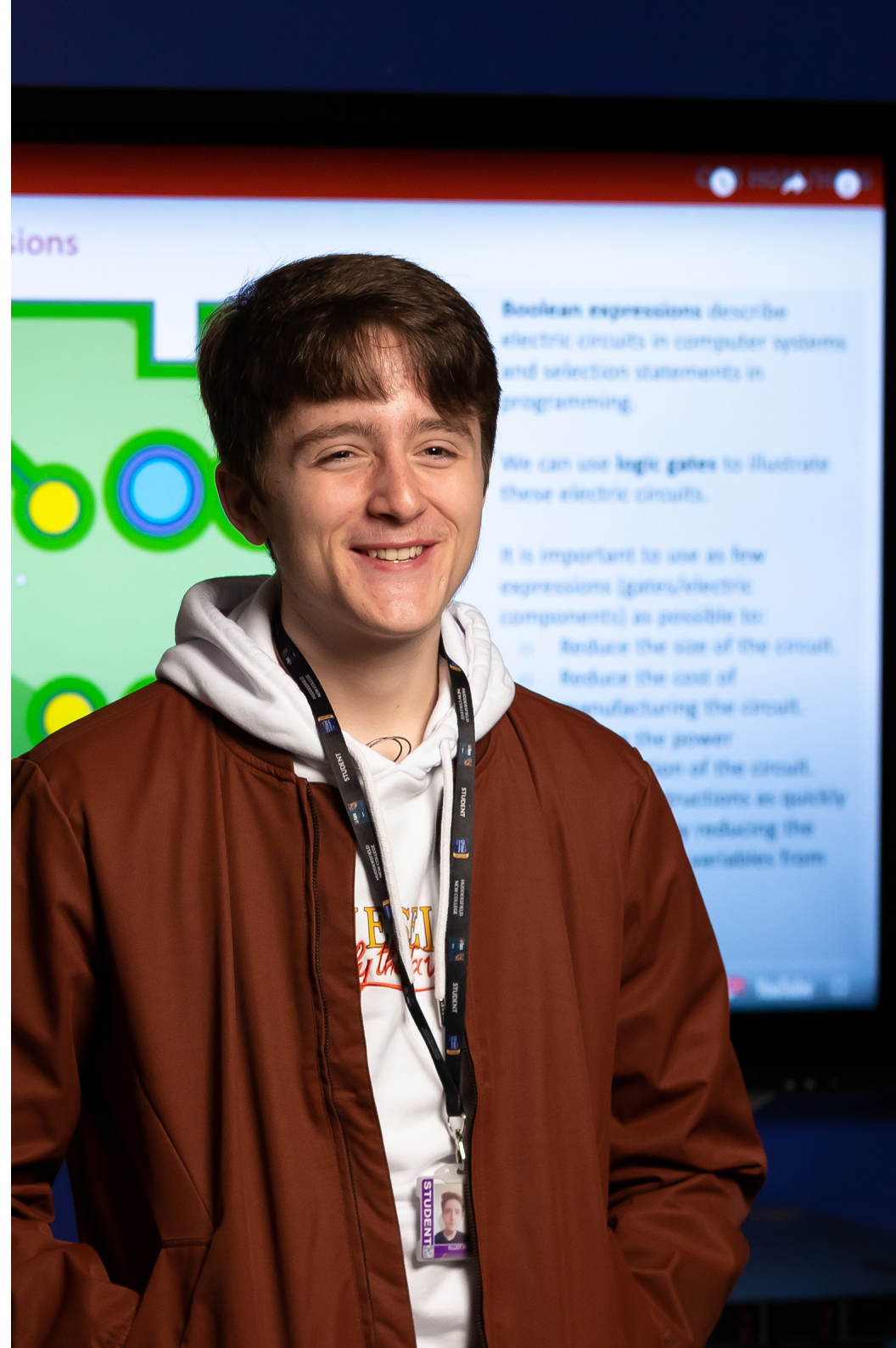
Other information

Huddersfield New College is 'Disability Confident Leader' employer and we are committed to fulfilling the disability provisions of the Equality Act 2010. We will make reasonable adjustments to enable a shortlisted candidate to attend the interview. We are committed to equal opportunities and

safeguarding young people. Applications are welcomed from all sections of the community.

Please note that references may be requested from your current and previous employers for shortlisted candidates, in advance of interview dates.

Information regarding recruitment and selection policies is available on our website <https://www.huddnewcoll.ac.uk/about-us/job-opportunities>





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Job Description

Post title	Senior Progress Tutor
Post reference	HS202159
Location of the post	The post holder will be a member of the Pastoral Team
Reports to	Assistant Principal, Student Development
Salary*	NJC pay spine range 21 - 23 of the NJC pay framework for Support Staff, £31,353 - £33,083 per annum (reduced to £27,698 - £29,226 per annum pro rata) to reflect the reduced working nature of this role.
Contractual	Permanent. 37 hours per week, 40 weeks per year (term time plus 10 days)

Overall Focus: Realising the College's Vision

All staff are expected to contribute fully to the shared objective of remaining an outstanding sixth form College providing an outstanding sixth form education for all students, as detailed in the College's Vision: *To remain an outstanding Sixth Form College, providing high quality sixth form education for all our students, enabling them to fully realise their potential, develop as responsible young adults, and progress successfully, and with confidence, to further learning and their future career.*

Key Focus of the specific role:

1. Manage a caseload of approximately 100 tutees
2. Manage a small team of Progress Tutors
3. Quality assure the work of progress tutors in your team through regular monitoring
4. Manage the monitoring of Level 3 students in your team
5. Lead on the development, implementation and quality assurance of specific aspects of this pastoral curriculum e.g. student Aspire sessions; UCAS support guides; BTEC unit guides for UCAS, Widening participation promotion, Student Voice in negotiation with the Assistant Principal Pastoral Care, Careers Guidance & Progression

Duties and Responsibilities

In the first instance, your duties and responsibilities are outlined below. As the needs of the College change, you will be expected to take on or relinquish responsibilities, as directed by the Senior Leadership Team, as appropriate.

Management Responsibilities

1. To manage a team of Progress Tutors and their cohort of students at the College, providing a strong focus on the provision of the highest standard of individual support for all students that will enable them to meet or exceed their minimum expected grades and progress successfully both within and beyond College.
2. To support the team of Progress Tutors with any student concerns which arise from within the cohort including admissions, enrolment and programmes of study, attendance, punctuality, conduct, welfare and well-being, progress and progression.
3. To support Progress Tutors by meeting regularly with them to plan and review intervention strategies to support students to achieve their aspirational grades.
4. To manage the more serious parental enquiries / concerns for the cohort. This may involve liaising with SLT and relevant curriculum/operational staff.

Job Description

5. To be a member of the College's Safeguarding team and be Safeguarding trained to Level 3.
6. To undertake the annual Professional Development Review for the Progress Tutor team.
7. To be the Probation Mentor for new Progress Tutors within your team.
8. To contribute to staff training and development for the Progress Tutor team, as appropriate.
9. To attend appropriate whole College events, where needed, for example, open events and attend meetings with external stakeholders / agencies, as appropriate.
10. To quality assure personal statements and UCAS references of progress tutors in your team
11. To form part of the Admissions Team and act as a Quality Assurance Checker for applications and enrolments.
12. To contribute to an annual Self-Assessment Report and Quality Improvement Plan for the Pastoral Curriculum and Pastoral Care.

Lead role

1. To support the induction of new progress tutors to ensure they can effectively monitor attendance, punctuality and commitment to study of their tutees
2. To support allocated progress tutors to complete meaningful 1-1s following guidance provided three times per year
3. To be responsible for the quality assurance of pastoral curriculum delivery, BfL intervention and student support for allocated progress tutors through regular KIT meetings and monitoring of intervention

Teaching

1. To act as a 0.5FTE Progress Tutor for four tutor groups (this includes the delivery of group tutorial sessions and holding regular 1-1 meetings with tutees).

Wider contribution to Huddersfield New College

1. Operate at all times within the stated policies and practices of the College and actively promote them.
2. Be familiar with the College's Health and Safety Policy, Child Protection Policy and Safeguarding procedures, the Prevent Strategy and Risk Assessment action plan and implement them as appropriate, both when on the College premises, and when on authorised off-site College activities.
3. Play a full part in the life of the College, to support its distinctive mission and ethos, and to encourage other staff and students to follow this example.
4. Accept the shared responsibility of all colleagues for student behaviour through collective oversight of the College during the College day, helping to maintain a harmonious environment, with good order and discipline among students, and safeguarding their health and safety.
5. Maintain effective working relationships with others and set a good example through personal presentation and personal and professional conduct.
6. Play a co-operative and supportive role within the departmental area, and the College as a whole, including through the sharing of good practice, and mentoring / coaching support for less experienced staff, where this is appropriate.
7. Attend and contribute to meetings in accordance with the College Calendar and as directed by the Line Manager or the Senior Leadership Team.
8. Participate in arrangements made for the annual self-assessment of the performance of the departmental area.
9. Work co-operatively with other staff in the College, as relevant, to implement the College's annual Quality Improvement Plan.



Job Description

10. Participate in arrangements made for the appraisal of individual performance, in the context of the College's Professional Development Review cycle.
11. Participate in appropriate further training and professional development, both internal and external, to update professional practice, reflecting individual needs identified during the Professional Development Review process, and/or departmental or whole College quality improvement goals, identified through the annual self-assessment process.
12. Ensure the safe and secure handling and storage of personal data belonging to students, staff and other parties in compliance with General Data Protection Regulations.
13. Have a flexible approach to work, which could include occasional evenings, and very occasional Saturdays, as scheduled in the annual College Calendar and for teachers in the annual Working Time Document too.

Job Description

Person Specification	Essential	Desirable	Method of Assessment
Education and Qualifications			
Level 2 English and maths	√		Application
A good honours degree		√	Application
A recognised teaching qualification		√	Application
Experience			
Evidence of good practice as a Progress / Personal Tutor	√		Application/Interview/References
Experience and up to date knowledge of effective safeguarding in an educational setting	√		Application/Interview/References
Recent experience within the pastoral curriculum		√	Application/Interview/References
Experience working in a post-16 educational setting		√	Application/Interview/References
Experience of leading and managing people and change		√	Application/Interview/References
Skills and Knowledge			
Ability to engage with students, inspiring learning and promoting success	√		Application/Interview/References
Competence in the use of ICT	√		Application/Interview/References
Ability to contribute positively to teams, share ideas and develop resources co-operatively	√		Application/Interview/References
Highly effective inter-personal and communication skills (written and verbal)	√		Application/Interview/References
The ability to foster positive relationships with colleagues and overcome barriers to this to facilitate a successful team ethos	√		Application/Interview/References
Excellent organisational and administrative skills, with the ability to manage own time and meet demanding deadlines	√		Application/Interview/References
Attitude and Personal Qualities			
© Commitment to Huddersfield New College's Vision Mission and Core Values	√		Application/Interview/References
© Commitment to Equality, Diversity and Inclusion	√		Application/Interview/References
© Commitment to the Safeguarding of children and young people	√		Application/Interview/References
© Suitable to work with children and young people	√		Enhanced DBS Clearance/References
A passion for student support and supporting students to achieve their best	√		Application/Interview/References
Ability to be resilient, adaptable and flexible	√		Application/Interview/References

Job Description

Commitment to valuing the individual and boosting their self-belief and self-confidence – an unconditional positive regard for young people	√		Application/Interview/References
Commitment to high standards and expectations – no accepting of second best from either students or staff	√		Application/Interview/References
Commitment to professional learning and continuous improvement	√		Application/Interview/References
Commitment to high professional and personal standards of work and conduct	√		Application/Interview/References
Commitment to professionalism, sharing, teamwork and collaboration	√		Application/Interview/References