

LEARNING  
FOR LIFE  
*at Morley*



# Application Pack

# MORLEY COLLEGE

## About Us

Morley College is an adult education college, located near Waterloo in London. With our central location, we are able to draw on London's cultural fusion to create a vibrant, welcoming and diverse educational hub, offering a wide variety of disciplines to choose from.

Courses at Morley cover a range of subjects including art & design, music, dance, drama, health, humanities, languages, English, maths and ESOL. We also offer an Access to Higher Education programme. Classes run during the day, in the evening and at weekends, and offer full and part time learning opportunities for adults, ranging from beginner to intermediate and advanced.

Morley's history dates back to the 1880s when visionary Emma Cons and her supporters were determined to take action and raise the moral and material standards of the district around Waterloo Road. They took over the Royal Victoria Hall (now the Old Vic) and provided entertainment, recitals and lectures from eminent scientists in the backstage and theatre dressing rooms. Enthusiasm for these 'penny lectures' led to the establishment in 1889 of Morley Memorial College for Working Men and Women. In 1920 the college moved to its current site on Westminster Bridge Road.

Throughout the past century the College has continued to extend and expand on its sites and student numbers. Now over 13,000 students a year pass through the doors at Morley wanting to learn new skills, rediscover existing talents or improve their employment opportunities.

There is an exciting energy about Morley. Our annual Access to Higher Education graduation ceremony held in July is always a moving occasion when learners are celebrated for their achievements.

On Saturday mornings the stirring pulse of the Morley Jazz Orchestra can be heard and during the year there are lunchtime classical concerts held in the Emma Cons Hall, which both staff and students can pop in to enjoy. We also have our own gallery for student and staff exhibitions.

Every term Morley holds a disability forum where students with a wide range of disabilities can communicate their views and ideas about developments at College. This forum typifies the spirit of Morley College: inclusive, supportive and striving for the highest standards.

## Our Vision

Leading excellent, distinctive and inspiring adult learning.

## Our mission

To nurture an ambitious programme of innovative, responsive and sustainable lifelong learning and skills opportunities.

## Our core values

- We put the learner's educational needs and aspirations at the heart of everything we do.
- We strive to achieve excellence in everything we do.
- We behave with integrity at all times.
- We respect diversity and promote equality.
- We strive to utilise our resources in a sustainable and ecologically friendly way.

## Our students

Our students come predominantly from the London boroughs of Lambeth and Southwark but also from across London and the South East of England. Over 25% of the learners are from black and minority ethnic origin; 70% are women; 50% are new students and over 10% have declared

a disability. The College is an inclusive, lively and ambitious learning community where students and staff are proud of their personal and professional contributions. Strong democratic traditions support student involvement and underpin our commitment to social and educational inclusion. We have a student representative group who are the student voice at Morley and sit on various committees across the College.

## Our courses

### Access to Higher Education

The Access to Higher Education programme offers a number of Level 3 Diplomas which enable students to progress to further study at university. The programme includes pathways in Humanities, Social Science & Law, Social Work, Media Communications, Music, Music Technology, Health & Human Science, Midwifery and Nursing.

### Art & Design

The Art & Design department has an impressive range of courses including bookbinding, ceramics, drawing, glass engraving, jewellery, photography, printmaking, textiles and sculpture. The department also runs courses in digital design, film & video and photography. Students and staff can exhibit their work at Morley Gallery and other exhibition spaces.

### Community Learning

Community Learning develop courses for adults and families in local community venues including community centres, children's centres, sheltered accommodation, hostels and schools, as well as on Morley premises.

### Essential Skills

The department runs a range of courses to help students improve their spoken and written communication, maths and Information & Communication Technology

(ICT) skills. Essential Skills courses are provided at the Westminster Bridge site and also at the Lewington Centre site near Surrey Quays. Courses include Functional Skills, ESOL from Entry 1 to Level 2 and GCSEs in English and maths.

### Dance

Dance offers a wide range of courses including ballet, jazz and contemporary dance, salsa, jive, ballroom, world and street dance. The diversity of the dance programme allows students to try a new form of recreation, develop fitness levels improve wellbeing.

### Drama

Drama offers courses ranging from the Acting Studio, where students learn the broad skills and techniques of the craft, to specialist courses in acting Shakespeare, physical theatre, mask, improvisation, confidence through acting, public speaking, the acting business and getting into drama school. There are several student performances each year in the College's studio theatre.

### Fashion

Fashion courses at Morley cover everything from fashion design and styling to pattern cutting and garment construction. The department also run a number of courses in specialist subjects including millinery, lingerie, vintage fashions, period costume and dancewear.

### Health

Courses cover a number of areas including beauty, complementary health, health sciences, fitness for the over 50s and movement therapies such as yoga, Pilates and T'ai Chi. The health department also offer a number of accredited courses and diplomas for complementary health practitioners.

### Humanities

Students are offered a wide range of courses covering creative writing, screenwriting, poetry, media, journalism, film & theatre

studies, literature, history, philosophy, sociology, psychology, politics and social work.

### Languages

The Languages department offers a wide range of evening and daytime courses in languages, from Arabic or Swedish to Korean or Brazilian Portuguese. Some languages, such as Spanish and French, are taught at six different levels.

### Music

From accordion, opera training and samba bands to Renaissance polyphony and 20th-century composition, studying music at Morley offers a unique opportunity to explore the world of music. The department offers leading courses in instrumental playing, vocal studies, music technology and academic studies, as well as a state-of-the-art professional recording facility.

### Our Support areas

The work of Morley College is supported by the following areas:

- Additional Learning Support
- Morley Gallery
- Finance
- Learner Services
- Learning Resources & Learning Centre
- Human Resources
- IT Services
- Marketing Communications
- Management Information Systems
- Premises
- Strategic Funding, Enrolment and Examinations

### Our Staff

Morley recognises that our staff are key to the strength and success of the College. We look to recruit, retain and develop people who are professional, are committed to adult education and put learners' needs firsts.

### Benefits

The College currently offers the following benefits to staff\*:

- generous holiday entitlement
- access to a contributory final salary pension scheme
- full induction and appraisal opportunities
- staff development and training
- substantial staff discount on Morley courses
- interest-free season ticket/travel card loan
- interest free bicycle loan/hire scheme
- discounted gym membership
- discounted rates with the British School of Osteopathy
- discounted rate for Tastecard
- Childcare Voucher Scheme
- discounts on Microsoft Office.

\* Conditions may apply

### Our commitment to equality and diversity

The College has a strong commitment to equality and diversity. All staff and students are responsible for ensuring that diversity is valued and that all staff promote an inclusive College, which not only meets legal obligations but also helps Morley contribute to social justice and community cohesion.

Regarding recruitment and selection of staff, in seeking to achieve a balanced workforce at all levels, the College will ensure that no member of staff, job applicant or candidate for promotion will be disadvantaged, or treated less favourably because of conditions or requirements that are not appropriate to the job. Selection will be based solely on objective, relevant and transparent criteria. Reasonable adjustments will be made to arrangements and premises to ensure equal access to those staff with disabilities.

## JOB APPLICATION GUIDANCE NOTES

*Please read through these notes carefully before completing the application form as they have been written to help you make the most of your application. Failure to follow the instructions may lead to your application being unsuccessful.*

**The decision whether to call you for interview will be based only the information you provide on this application form.**

**Please do not submit a CV as it will not be considered.**

**Please complete your application using Microsoft Word, or, if handwriting it, please use black ink. Please note, if your application form is not legible it will not be considered. If you are applying for more than one post you will need to complete a separate application for each.**

### Section 1 – Personal information

*To help ensure objectivity when deciding who to call for interview, this section will not be available to the selection panel during the shortlisting stage.*

You should ensure that all sections are completed in full. Please make sure you provide a full postal address including postcode, as well as a contact phone number and, where possible, an email address which you check regularly.

As an employer the College must ensure all its staff have the legal right to work in the UK and is not able to employ anyone who does not have this right. In line with current legislation, any person offered a position at the College will need to provide the College with documentary evidence (usually a passport) of this right before they start work, a photocopy of which will be taken.

### References

All offers of employment are subject to receipt of satisfactory references, with offers of employment not finalised until they have been received. It is therefore important that you complete this section in order to avoid any delays in the appointment process. In most cases references are not taken up until a provisional offer is made. If however the College wishes to take up references prior to a provisional offer being made, you will be contacted in order to gain your consent. Referees should be current or recent employers or if you have recently left education, a member of staff from your last school/college/university. References from relatives or people writing in the capacity of friends are not accepted.

### Section 2 – Education & Professional Qualifications

In chronological order add details of the schools, colleges and universities you have attended, qualifications gained and the year in which they were obtained. You will be required to produce relevant certificates if appointed. There is also a section in which you may provide details of any other relevant training and skills you have. Please be sure to include anything relevant to the job.

Candidates applying for teaching vacancies should ensure that they complete the relevant section; 'For Teaching Posts Only'.

### Section 3 – Employment History

You should list all employment, either in this country or abroad; paid or voluntary. Starting with the most recent giving details of the jobs you have held, the reason for leaving and accounting for any gaps in employment in the space provided. You should ensure all dates are correct and in the right order.

You are also asked to state whether you have been dismissed for conduct or capability reasons.

### Section 4 – Supporting Statement

When completing this section please refer to the person specification detailed in the job description. You must address each specification separately in the order listed in the job description, giving examples that will demonstrate your competence to the selection panel. You can use examples more than once if they apply to more than one specification. Failure to complete your application in this way may result in your application not being considered.

Give thought to previous or other responsibilities which may assist you to uncover skills which you may have taken for granted. Do not forget the skills and experience gained outside full-time work. If you have been out of work for a long period, or have never been employed, your responsibilities may be just as important. For example, you may have considerable domestic responsibilities or you may organise social or community activities in your spare time.

The following is an example of how to address a person specification.

#### Person specification:

*Effective organisational skills.*

#### Possible reply:

*In my current role as Departmental Secretary I make full use of my effective and efficient organisational skills by ensuring documentation is filed in the right place and accurate records are kept. I created a new filing system for our evaluation forms to ensure that they were more organised and easily accessible. Folders are clearly labelled so that paperwork can be retrieved easily and I ensure that members of staff know where certain information can be found. I also make effective use of available online resources such as the intranet and shared folders where information can be stored and accessed at any time by staff. This also helps to reduce the use of paper.*

Please use A4 continuation sheets if necessary. Any continuation sheets should be clearly marked with your name, post applied for, job reference number and with the relevant person specification number (s). Please do not staple any additional sheets but attach them with a paper clip.

### Section 5 – Rehabilitation of Offenders Act 1975 (Exemptions) order 1975 (as amended 2013)

This section includes information about criminal records. Candidates who are successful in their application may be required to undergo a Disclosure and Barring Service (DBS) check, where appropriate to the post. A criminal record will not necessarily prevent you from being employed. All applicants will be treated fairly, and any decision regarding engagement will depend on the nature of the position and the circumstances and background of the offence(s).

### Section 6 – Declaration

It is important that you sign and date your application form before submitting it. If you are submitting your application via email unsigned you will be bound by the College's declaration on receipt of your email.

### Section 7– Equality/ Diversity Monitoring

To allow us to monitor the effectiveness of our Equality and Diversity policies and to ensure that job applicants are treated fairly, all applicants are asked to complete this section. This will be treated confidentially and will not be seen by the selection panel.

The College will be happy to make reasonable adjustments for any candidates with a disability. Please provide the College with information regarding any assistance you may require during the recruitment process. If you require reasonable adjustments you may be contacted by a member of the HR department during the recruitment process so that appropriate arrangements can be made.

Please help us to assess the suitability of our advertising by confirming where you heard about the vacancy.

### Declarations

All applicants are required to sign and date section 9a of the Equality and Diversity Monitoring section. The College is responsible for ensuring the wellbeing of children and vulnerable adults at the College and ensuring that it safeguards against any harm coming to them.

Section 9b concerns candidates apply for teaching posts or work involving contact with children or vulnerable adults. Please sign section 9b if you are applying for any teaching work at the College or for a post for which a DBS check is required (if this is the case it will be stated in the job description).

### Before submitting your application

When completed, you should read through the application form carefully, checking for errors or omissions. Be sure that the application form is returned by the closing date; late applications will not be considered. Closing dates are located at the back of the job description and in the advert.

We regret that the College is only able to contact shortlisted candidates. If you have not heard from us within four weeks of the closing date, please assume that your application was not successful.

Unsuccessful applications will be destroyed after six months.

Should you have any queries please contact the Human Resources Department by emailing [recruitment@morleycollege.ac.uk](mailto:recruitment@morleycollege.ac.uk) or telephoning 020 7450 1895.

## HOW TO FIND US

### *By bus*

The following bus routes pass close to the College:

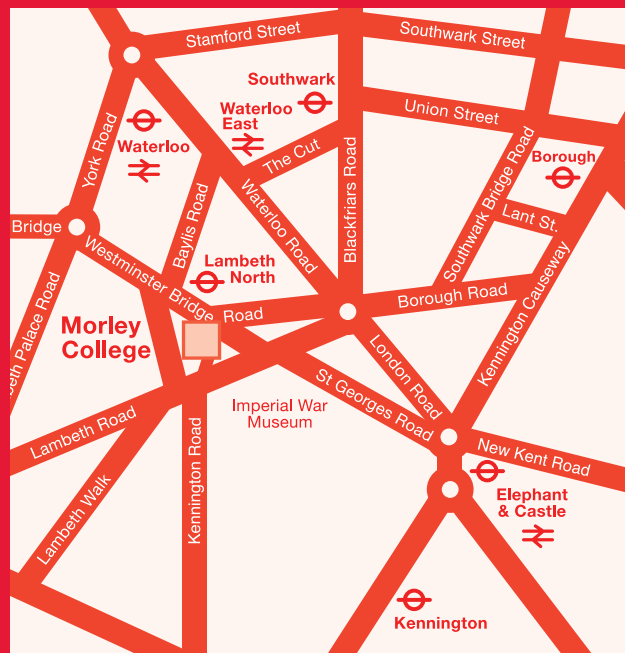
1, 3, C10, 12, 45, 53, 63, 68, 159, 168, 171, 172, 176, 188, 344, 360, 453.

### *By tube*

We are located 100 metres from Lambeth North tube station and approximately 10 minutes' walk from either Waterloo or Elephant & Castle tube stations.

### *By rail*

Waterloo, Waterloo East and Elephant & Castle railway stations are all within 10 minutes walking distance of the College.



### **Morley College**

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