



BILBOROUGH

SIXTH FORM COLLEGE

Appointment of Employability Coordinator
Full-time, 37 hours per week Term Time Only + 5 days (0.886fte)

OUR VISION: To become a national hub for excellence in 16-19 education.

Introduction from David Shaw

College Principal



I'm delighted that you've expressed an interest in the position of Employability Coordinator at Bilborough College. This post provides an excellent opportunity for an outstanding individual to join a successful sixth form college at an exciting stage in its development. This is a great opportunity to join our committed and passionate team.

You will be joining a flourishing institution with strong student outcomes, fantastic enrichment and development opportunities, and an innovative and creative teaching and learning culture. As a result of its excellent reputation, student numbers have grown by over 300 in the last 3 years and the college is expecting to be at a maximum of 2165 students from September 2024.

We are extremely proud that following our latest Ofsted inspection in November 2023, Ofsted rated the College 'Outstanding' for 'Student behaviour and attitudes' and as 'Good' for 'Overall effectiveness.' The college was praised for fostering, "a nurturing and aspirational culture in which students, from many different backgrounds, flourish together" and benefit from "a vibrant, purposeful environment and the diverse and positive culture".

We attribute our success to our committed and talented staff team who are committed to providing the very best learning opportunities and support for the young people we serve.

In November 2019, Bilborough College converted to Academy status and joined the Better Futures Multi Academy Trust, a new Multi-Academy Trust, designed with sixth form colleges in mind and sponsored by Coventry University. This was a natural step in our collaboration with a leading university and other Sixth Form Colleges and provides a unique experience for our students.

Membership of the Trust provides fresh and innovative opportunities for our students that raise aspirations, accelerate progression and ensure even better-quality provision for all students through sharing expertise with new partners. New and high-quality staff development opportunities across the Trust help us to continue to retain talent and to attract the best staff.

Bilborough remains a sixth form college in name, ethos and educational character and as a result retains its unique position in Nottinghamshire and Derbyshire, whilst enjoying the benefits of working as part of a larger entity and collaborating with colleagues across the multi-academy trust.

Joining a dynamic and dedicated Careers Team that supports students in a variety of ways, you will have the opportunity to develop and promote a positive growth mindset for our students that enables them to progress successfully onto the next stage of their lives.

If you have the highest possible expectations for all students and enjoy challenging young people to achieve their full potential, we would love to hear from you.

This is an exciting opportunity to make a real difference to our students' experience at Bilborough and their life chances by ensuring they are well supported and guided to achieve their full potential throughout their journey at college, enabling them to progress successfully to the next stage of their working lives.

The successful candidate will identify and recruit a caseload of students to support into employment, apprenticeship or gap year. They will, ideally, have a proven commitment to supporting young people to achieve employment related outcomes, as well as an understanding of the various sectors and ability to leverage employer support to help the students.

If you have a positive, proactive approach, enjoy working with and challenging young people to achieve their full potential and are able to work collaboratively as part of a busy team, we would love to hear from you.

Further details about the college and how to apply are included in this pack. Should you decide to do so, we look forward to receiving your completed application by **8.30am on 3rd June XX 2024**. If you would like to speak to us about the role and/or process please contact the HR department on 0115 851 5861 or by email at hannah.reeves@bilborough.ac.uk.



Bilborough College Overview

Bilborough Sixth Form College came into being in 1975 when it converted from Bilborough Grammar School and the college continues to operate from the same location catering solely for students aged 16-19. The college attracts students from the city of Nottingham and large areas of surrounding Nottinghamshire and south-east Derbyshire as well as the city of Derby.

Having moved into its current, purpose-built campus in 2005 all members of the college community benefit from a bright, modern and well-equipped, purpose-built college campus, located close to junction 26 of the M1 Between Nottingham and Derby.

In November 2021, Bilborough College was successful in its bid to the government's Post-16 capacity fund for a new £3.2 million extension to the current site to provide additional teaching and learning space for students which will help to meet the demand for places at the College. The new college extension opened to students in September 2023 and is home to our Maths, Physics, Electronics and Esports teams. It comprises 3 modern science labs, an E-Sports lab, a variety of general teaching classrooms and additional study IT study space.

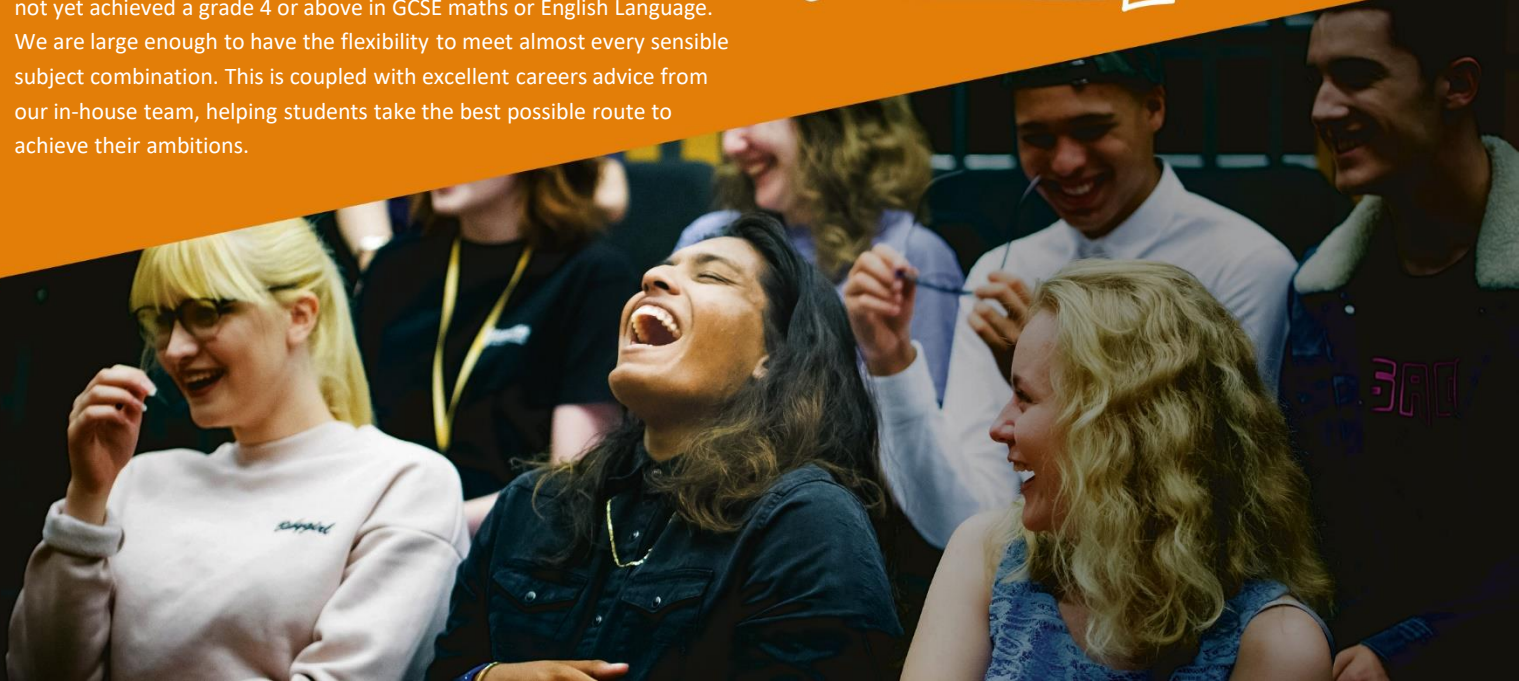
In addition to well-equipped, modern classrooms and science and technology labs, students benefit from fine art and photography studios, a theatre, a dance studio and rehearsal space. There are multiple study spaces including a central library plus distributed break out areas, a student support hub, refectory, cafe and shop as well as a sports centre, gym, playing field and 5-a-side courts.

The college is over-subscribed and has been effective in increasing student numbers, with a steady growth in students over the past few years. We currently have just over 2050 funded students enrolled on 16-18 Study Programmes involving A Levels or BTECs or a combination of the two.

The College has a minimum entry requirement of 5 GCSE passes at Grade 4 and above, usually including maths and English. Beyond that subject entry requirements are set out to ensure that students enrol for courses on which they have the best chance of success. We also provide a very effective resit programme for the small minority of students who have not yet achieved a grade 4 or above in GCSE maths or English Language. We are large enough to have the flexibility to meet almost every sensible subject combination. This is coupled with excellent careers advice from our in-house team, helping students take the best possible route to achieve their ambitions.

“Diversity in not just people, but in the range of experiences to become involved in, makes Bilborough quite extraordinary”

Meegan (Year 12)



Bilborough College Ethos

We are proud that in January 2024, Ofsted recognised the College was OUTSTANDING for behaviours and attitudes of students and as 'Good' for Overall Effectiveness. The inspectors recognised that the college is passionate about our vision for students to "become who you are, become who you want to be" and that students benefit from the "the strong culture of mutual respect and tolerance' and 'feel safe in the calm and welcoming environment."

Students at Bilborough College are "enthusiastic and curious, with exceptional attitudes to learning" and inspectors noted that students describing themselves as "extremely proud to be Bilborough students".

Teachers have high expectations of their students, and they treat students as adults, expecting them to be self-motivated and autonomous in their learning.

We attribute our success to our committed and talented staff team. At Bilborough, expert teachers, specialist 'Skills and Progression' teachers and support staff work together to provide a purposeful learning environment where students can be themselves, are treated as responsible individuals and given the support and challenge they need. We provide a relevant, broad and rich curriculum so that our students can reach their full academic and wider potential while developing the independence, resilience and awareness necessary for success as responsible global citizens.

"Where else would you go for great A-levels other than Bilborough College!"

Poppy (Year 12)

We are proud to be part of a college where everyone can succeed, where students with special educational needs and/or disabilities are very well supported. Although we are larger than a school sixth form, help is always available for students from our dedicated Student Support Team. Each student is assigned a Skills and Progression teacher to provide them with pastoral support and review their academic progress. Students also receive support from the College's Learning Support Team, Student Counsellors, Student Welfare Officer and Student Wellbeing Coaches.

At Bilborough personal growth and skills development are highly valued alongside academic achievement. The Ofsted team were very impressed with our "rich and varied programme of extra-curricular activities" and our "extensive range of progression and work-related activities" which build skills including "problem-solving, resilience and digital literacy" and we are already taking further steps to strengthen guidance for those who aspire to employment at the end of their studies. This all encourages us to continue our mission 'to develop confident, curious, happy students, ready to change the world for the better'."

We are especially proud of our high-quality offer for enrichment and extended studies known as 'Bilborough Xtra' which Ofsted noted offers "useful additional learning opportunities that help students to become well-rounded individuals."

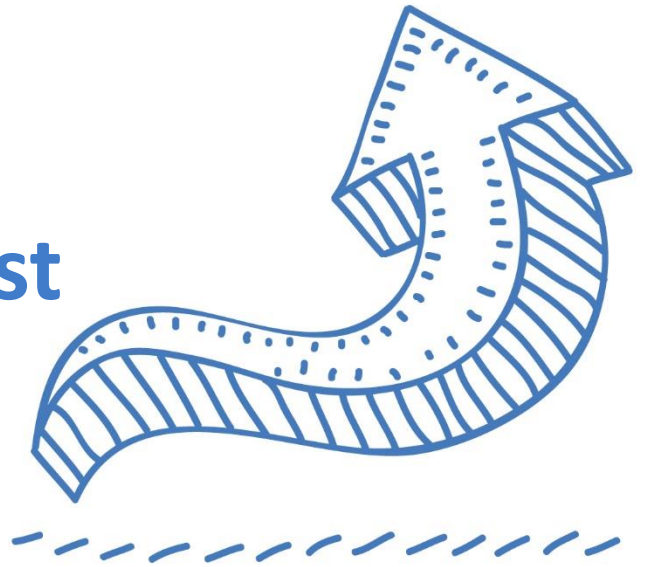
As a result of the high priority we place on preparing students for successful progression, supporting them to develop the necessary skills, attitudes and resilience, a large proportion of our students go on to higher education and the remainder into higher level apprenticeships with high status regional or national employers, employment or further training.

UCAS data indicates that a high proportion of our applicants to higher education are successful in gaining places overall at university.

In addition, the most recent HESA reports show that a high proportion of our alumni who progress to higher education leave university with first or upper second-class degrees (4% above the state sector average for schools and colleges in the most recent data). This is a particularly strong characteristic for those of the college's students who live in areas with low participation rates (3% above the national average in the most recent data).



Better Futures Multi Academy Trust



Our Mission (Why do we exist?)

To develop confident, curious, happy students, ready to change the world for the better

Our Vision (Where are we heading?)

To become a national hub for excellence in 16-19 education

Our Values (What is important to us?)

Ambitious:

We are committed to creating exceptional learning experiences for our students, staff and communities. We seek creative solutions to our challenges and are always striving to connect new ideas with concrete realities.

Curious:

We have a love of learning and a strong desire to know more. We constantly ask questions of ourselves and others, embrace new approaches and aren't afraid to make mistakes.

Involved:

We are inclusive, open and are all actively engaged to make a difference to the communities we serve. We value and celebrate our communities' diversity of thought, expertise, experience and background.

Supportive:

We support each other's work and we support each other as individuals, both professionally and personally. We help each other to make decisions that improve our work and benefit our students, staff and community.

Genuine:

We always tell the truth, own up when we've made mistakes and deal with the consequences of our actions. Our actions reflect the things we say and the values we believe in.

Optimistic:

We view everything with a positive eye and an open mind. We strive to foster an environment of optimism, even in the toughest of situations.

As a staff team we are inclusive, open and actively engaged in our work. We encourage staff to be their whole selves at work in a positive and reflective culture where staff and students are willing to take risks and learn from their mistakes in order to keep improving.

We provide our staff with extensive CPD opportunities as a College and on a cross-MAT basis to encourage them to be the best they can be and support their wellbeing.

“Bilborough college has allowed me to aspire and achieve goals I thought were never achievable. It truly is the best college ever!!”

Abdus (Year 12)

Better Futures

Multi Academy Trust

What do we believe?

1. Education should be focused on developing people with a love of learning and an insatiable curiosity
2. We focus on taking students on that journey from being school children to being young adults ready to change the world for the better.
3. We are relentlessly optimistic about the capacity of our staff to lead students on that journey.
4. Whether 16 or 60, we believe that all people can still grow and develop.
5. People can only really thrive when they bring their whole selves to work/college.
6. We thrive when we feel trusted and have enough autonomy over our work to be able to focus on getting better at it.
7. Mistakes and failures can be some of our most useful learning opportunities and should be celebrated as such.
8. A focus on the wellbeing and happiness of our students and staff are not optional extras.

Our strategic commitments...

Our strategic commitments bring together our mission, vision and values. They help us measure our progress toward achieving our vision as set out in our strategic aims and objectives and encourage the application of our values.

These strategic commitments are:

(Student Development) To increase the leadership and influence of our students, ensuring they thrive, have fun, & are ready to change the world for the better

(Staff Development) Our people are at the heart of everything we do, we all focus on personal ongoing development and seek to thrive in all we do

(Resources & Services) Continue to secure financial strength so we can facilitate the ongoing development of our students & staff in a well-resourced & serviced environment



“Here, my future is
already taking
shape”

Daniel (Year 12)

BF MAT Attributes

At Bilborough College, we are committed to excellent academic achievement alongside outstanding personal growth. We have therefore developed a set of attributes which run through everything we do and which apply to everyone in the building, both students and staff. We actively work to develop these skills in everyone as a key part of achieving our mission and vision.



I know I can
Get things Done
because I:

Prioritise, manage & organise my commitments to deliver on time.

Make well-informed decisions, showing initiative, imagination, and an ability to inspire others.

Use my knowledge and skills to make a positive impact.



I know I can
Communicate effectively
because I:

Work well with others, build relationships based on empathy, trust & mutual respect

Engage different audiences, appreciating the diversity of background, culture & thought.

Listen carefully to others, showing interest & asking questions to better understand their perspective.



I know I can
Act with Integrity
because I:

Take responsibility for my actions and recognise the impact on others and the environment.

Take pride in my work and my achievements, leading by example.

Can be myself, while celebrating our differences and the things that bring us together.



I know I can
Adapt my Approach
because I:

Embrace an ever-changing world, responding with flexibility and optimism.

Remain open-minded to new ideas and perspectives from others.

Understand my strengths and weaknesses to collaborate,



I know I can
Remain Positive
because I:

Am resilient and view failures as opportunities to learn and improve.

Take care of myself and those around me.

Make opportunities to have fun.



I know I can
Think Creatively
because I:

Am confident in using my imagination to help find solutions.

Embrace an entrepreneurial mindset to have a positive impact on my career and community.

Am constantly developing, demonstrating curiosity and a desire to know more



Governance & Leadership

The college's Local Governing Body has 17 governors with a wide range of relevant professional skills and backgrounds represented. This includes two student governors, two staff governors and two parent governors. The Local Governing Body provide excellent support and challenge to the College's Senior Leadership Team.

“I love the relaxed nature yet hard work ethic the students and teachers have, which creates a brilliant atmosphere to socialise and learn in”

Matthew (Year 12)

Along with the Principal, the Senior Leadership comprises:

- Deputy Principal
- Assistant Principal, Curriculum and Quality
- Assistant Principal, Student Progress
- Assistant Principal, Student Services
- Director of Human Resources
- Director of Planning & Operations
- Associate SLT x 3
- Administrative Officer for SLT/ Clerk to LGB.

College has a wider Curriculum Management Team comprising 8 Heads of Faculty, a Learning Support Manager and Head of Bilborough Xtra. The team meets regularly with SLT members and acts as a vital forum for refining strategies and policies and as an engine for implementing improvement across the college. Course Leaders for each subject provide operational support and guidance to teaching staff teams. Each member of staff also has a dedicated coach to help with their own development.

The college has a financial health rating of Excellent with the ESFA. In-year performance is in line with the budget for the year. All members of the senior leadership team contribute to the process of financial planning and budgeting. Management accounts are produced each month and scrutinised by SLT and governors.

Why work with us:

Teaching in a sixth form college offers many of the benefits of both the secondary school sector and the Further Education (FE) sector. Bilborough College is an exciting, inclusive, dynamic and hugely rewarding place to work. Here are just some of the reasons why:

Post – 16

It is a particular privilege to focus specifically on the higher order skills and knowledge that make up A Levels and Level 3 Applied Generals. Debate, discussion and exploration of the specification and beyond are what makes teaching post-16 so rewarding.

Behaviour and conduct

Following the College's recent Ofsted inspection in November 2023 which rated the College as 'Outstanding' for student behaviours and attitudes and as 'Good' for overall effectiveness it was noted that students at Bilborough College are enthusiastic and curious, with exceptional attitudes to learning.

As a post-16 provider, we put a strong emphasis on developing our students into young adults and onto the next stage of their chosen career path. We encourage them to not just study, but to contribute and lead in all areas of College life. We offer a wide range of enrichment activities, work experience and College trips. We provide a very positive environment and encourage equality and diversity. We promote high levels of respect and tolerance within in the College and deal with very rare instances of misbehaviour easily and rapidly

Our Students

Year on year, the vast majority of our students who apply to university are successful. Many of our students will be the first in their family to do so. Working with these young people means you have the opportunity to make a real and significant impact on their lives. You will be in a position to make a dynamic difference to their futures and that's what being a teacher is all about; making a difference to young lives.

Early Careers Teachers (ECTs)

We believe newly qualified teachers should receive extra support in their first year of teaching and beyond. Whether you trained in Secondary Education or Further Education, we will help you to become a qualified teacher and guide you through your first year of teaching and help you achieve Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status. All NQTs will have a reduction in timetable and will have opportunities to participate in regular professional development activities.

Staff Wellbeing

We place considerable emphasis on ensuring the wellbeing of our staff. As well as a team of supportive managers who work with staff to identify and implement strategies to support staff and reduce workload, the College also has a staff-led wellbeing group who devise and implement a range of activities to support wellbeing and social interactions including staff quizzes and occasional free pilates for staff at lunchtimes. Staff also have access to free counselling sessions with a qualified counsellor if required. We have a fully equipped gym on site and staff can take advantage of a discounted membership.

CPD

We provide our staff with extensive CPD opportunities as a College and on a cross-MAT basis to encourage them to be the best they can be and support their wellbeing. This includes cross MAT CPD days bringing together all staff from across the Trust. All staff have a dedicated personal development coach to support their ongoing development.

Terms & Conditions of Employment

The terms and conditions for staff are based in national terms and conditions for teaching staff working in sixth form colleges ('the Red Book') and agreed by the Sixth Form Colleges Association (SFCA). This includes working time and salary scales.

Salary - The salary will be on the pay structure of the SFCA Teaching Staff pay scale ranging from £30,500 for early careers teachers to £47,133 per annum depending on experience.

Working Time - Working Time - Teachers are required to work 195 days per year during term-time (190 days are teaching days). We are a family-friendly employer and try to provide flexible working for all our staff within the constraints of working within an education establishment.

Contact hours for a full-time teacher are up to 22.5 per week plus 1.5 hours of subject support. Other time for meetings, open days, parents evening etc is as directed by the Principal.

Pension - The successful candidate will be eligible to join the Teachers Pension Scheme and you will automatically become a member unless you opt not to join.



Job details

Post:	Employability Coordinator
Grade:	Grade 6 on the SFCA pay spine (£29,346 - £31,219 FTE)
Location:	Bilborough College, Nottingham
Responsible to:	Careers Manager

Overall/key purpose

The Employability Coordinator will join our professional and enthusiastic Careers Team. The purpose of the role is to provide expert support to students considering apprenticeship, employment and gap year options rather than progressing directly into Higher Education.

You will work with the Careers team in meeting the actions on the Quality Improvement Plan (QIP)

Main Duties and Responsibilities

Key Duties and Responsibilities

- Be the expert on employability skills, CVs, cover letters, interview skills, assessment centres, professional use of social media, and modern recruitment practices
- Provide 1:1 and group support for students to develop the above skills, as well as supporting students in finding and applying for apprenticeships, post-18 jobs, and gap years opportunities
- To work with the college's existing network of employers and other organisations to fulfill the role, and actively extend this network
- Track and report on the destinations of students not progressing to Higher Education
- Support Head of Careers and Head of Enrichment in organising the delivery of employability focused sessions and activities in Futures week
- In collaboration with Head of Careers, work with Course Leaders and Skills & Progression Teachers to build employability skills into the curriculum

Additional duties

- To work with other members of the Careers Team on the effective dissemination of careers related information to students and other stakeholders
- To support other members of the Careers Team with events as required
- To work closely with our Work Experience Coordinator and our Careers Adviser in supporting students





Professional conduct

All Staff are expected:

- To uphold the values of Better Futures Multi-Academy Trust and support the college in achieving its mission and strategic commitments.
- To adhere to the college's Safeguarding Policy and related safeguarding procedures and fulfil their responsibilities as a staff member and pass on concerns to appropriate designated safeguarding leads.
- To comply with the Guidance for Safer Working Practice for Adults working with children and young people in education settings ('GSWP')
- To act in accordance with provisions of the Trust's Staff Code of Conduct.
- To act in accordance with and promote the College's Equality, Diversity & Inclusion Policies and to work positively and collaboratively as part of a diverse college community with colleagues, students, parents and other stakeholders.
- To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk.
- To abide by the College's Data Protection Policy and IT Security Policy
- To comply with and follow all other college policies and procedures in force (available on the college intranet) and also with the conditions of service stipulated within the contract of employment.
- To accept the shared responsibility with all colleagues for management of student behaviour through collective oversight of the College during the day.
- To contribute to team faculty and whole college activities and arrangements such team/faculty/wider college meetings and open days/ evenings, parents' evenings and school liaison events.
- To engage positively in quality assurance and improvement processes such as subject showcase and departmental learning visits.
- To attend all professional development relevant to your role and to seek and act on feedback from colleagues, students and other stakeholders as part of own development. To work with an allocated coach to set and achieve personal development goals.
- To undertake such other duties as the college management shall deem appropriate for the level of responsibility involved.

Person specification - criteria	Essential/Desirable	Assessed *
Qualifications		
Level 3 qualifications	E	S
Qualified to Degree level	D	S
Knowledge and Experience		
Ability to apply and promote equal opportunity objectives and to demonstrate a practical commitment to equality, diversity and inclusion	E	SI
Proven experience in recruitment, HR, or Early Careers	E	SI
Previous administration experience and experience of maintaining manual and computerised records with a good level of IT literacy including the ability to use Microsoft Office	E	I
Knowledge of safeguarding in relation to post 16 students	E	I
Extensive knowledge and understanding of employability skills, CV development, interview skills, assessment centres (and tools and techniques used), the professional use of social media, and modern recruitment practices	E	SI
Good understanding of apprenticeships	E	SI
Experience of working with young people (school leavers/graduates/early careers)	E	S
Good understanding of the job seeking and application process	E	S
Understanding of the UK education system	D	S
Experience of working with young people aged 16-18	D	S
Skills and Abilities		
Excellent verbal and written communication skills	E	SI
Excellent organisational skills and an ability to plan and deliver your work within timescales	E	I
Able to work effectively as part of a team and to work under pressure	E	SI
A flexible approach to work and changing priorities	E	I
Excellent liaison and networking skills with students, staff, parents and external partners	E	SI

Person specification – criteria continued...	Essential/Desirable	Assessed *
Personal Attributes		
<p>‘Get things done’ - Makes well informed decisions, showing initiative, imagination, and an ability to inspire others. Uses knowledge and skills to make a positive impact. Able to prioritise and manage own commitments to deliver on time.</p>	E	I
<p>‘Adapt my approach’ - Embraces an ever-changing world, responding with flexibility and optimism. Remains open-minded to new ideas and perspectives from others. Understands own strengths and weaknesses to make better decisions.</p>	E	I
<p>‘Communicate effectively’ - Works well with others, building relationships based on empathy, trust and mutual respect. Successfully engages different audiences, appreciating diversity of background, culture and thought. Listens carefully to others, showing interest and asking questions to better understand their perspective.</p>	E	I
<p>‘Think creatively’ - Confident in using own imagination to help find solutions. Embraces an entrepreneurial mindset to have a positive impact on their career and community. Is constantly developing, demonstrating curiosity and a desire to know more.</p>	E	I
<p>‘Remain positive’ - Resilient and views failures as an opportunity to learn and improve. Takes care of themselves and those around them. Makes opportunities to have fun.</p>	E	I
<p>‘Act with integrity’ - Takes responsibility for own actions and recognises the impact on others and the environment. Takes pride in own work and achievements, leading by example. Can be themselves, while celebrating our differences and the things that bring us together.</p>	E	I

* Assessed at S – Shortlisting Stage; I - interview Stage, SI = Shortlisting and Interview



How to apply



Further information

Any initial enquiries about the post or the appointment process should be directed to the HR department on 0115 851 5861 or by email at Hannah.reeves@bilborough.ac.uk

Applying

To apply for this role please follow visit the College's TES recruitment portal:

<https://www.tes.com/schools/employers/1053050/current-jobs>.

This link can also be accessed through the 'job vacancies' section of the College's website www.bilborough.ac.uk.

You will need to complete an on-line application form and submit a supporting statement in which you demonstrate how your skills, abilities and experience make you a suitable candidate for the role. Please give specific details of how you meet all aspects of the person specification marked with an 'S' and 'SI.' CVs will only be accepted alongside a completed application form

To request an application form in an alternative format, please contact Jodie Spencer, HR Administrator on 0115 851 5861 or by email Jodie.spencer@bilborough.ac.uk

Safeguarding Children and Young People

Bilborough College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff appointments are subject to the following pre-employment checks:

- Identity checks
- Right to work in the UK
- Previous employment history and exploring gaps in Employment
- Verification of relevant work qualifications
- Medical checks
- References
- ISA Children's List and DBS check (including overseas 'Certificate of Good Conduct' as appropriate).

As part of the shortlisting process, and in advance of an offer to interview, online checks are carried out as part of our due diligence on shortlisted candidates.

Closing Date for Applications: 8:30am on the 3rd June 2024

Interviews to be held: W/C 3rd June 2024



Hannah.reeves@Bilborough.ac.uk

Tel: 0115 851 5861

www.bilborough.ac.uk

College Way, Nottingham NG8 4DQ
(Map and directions on our website)