



Dear Prospective Recruits,

Thank you for your interest in working with us at the London Design & Engineering University Technical College (LDE UTC). Since opening in September 2016, the LDE UTC has provided exceptional education to learners of all abilities from year 9 and up, who aspire to pursue a career in design and engineering.

We are committed to providing our staff with the necessary time and resources required, ensuring our learners remain at the heart of our mission. Our learner-focused approach, coupled with our state-of-the-art facilities and specialist equipment, empowers learners to become the next generation of confident, independent, and work-ready individuals. By fostering academic excellence and forging strong partnerships with employers, we prepare our learners to thrive in the ever-evolving landscape of design and engineering.

One of the key aspects that sets us apart is our curriculum, which revolves around engaging and compelling employer-led projects. Through active learning experiences, we cultivate a learning environment that is both relevant and memorable, boosting our learners' academic achievement.

We understand the importance of comprehensive career guidance. That's why we have formed strategic alliances with our employer partners and universities to provide expert advice, mentoring, site visits, and work placements. Through these invaluable opportunities, every learner has the chance to secure amazing progression routes into higher apprenticeships, or to pursue higher education.

If you are interested in sharing your knowledge, skills, and passion with our dedicated staff and eager learners, we invite you to get in touch with us. Together, we can explore the limitless possibilities that await you and contribute to shaping the future of design and engineering.

Yours sincerely,

**Geoffrey Fowler, CEO & Principal**





#### OUR CONTEXT:

The LDE UTC is a technical college where learners exceed their expectations, enjoy pathways onto incredible destinations and make higher than national average progress. The progress our learners make is often extraordinary, for example our learners achieve an average attainment grade of a Distinction for all their technical subjects.

Due to the need for technical skills required from industry, the desire to be engineers from the young people of London, the LDE UTC has been oversubscribed since opening in 2016 and receives over 1600 applications for just 180 year 12 places and over 600 applications for just 80 year 9 places.

Many learners at the college are from the borough of Newham, however the geographical spread of the population of learners as a whole is very wide. Our learner body comes from diverse backgrounds with 93% Black Asian and Minority Ethnic (BAME), 42% of the learners are funded by pupil premium and 55% have English as an additional language (EAL) i.e., English is not their main language at home.

Upon arrival, learners encounter our dynamic, distinctive, and tailored curriculum, delivered with extensive knowledge and expertise in cutting-edge facilities. This environment inspires our learners to excel academically, and we are committed to ensuring that each and every one of them transitions to high-quality employment, training, or educational opportunities.

LDE learners enjoy the employer engagement as they realise the purpose in what they are learning, receiving the Knowledge, Skills and Behaviours required to secure academic excellence and progression routes onto industry via higher apprenticeships, university or straight into the workplace.

#### OUR VISION

“Creating technology and employer-led education that provides learners with the ability to exceed their potential, celebrate their diversity and embrace the opportunities of the 4th industrial revolution.”

Our objective is crystal clear: we strive to narrow the UK’s skills gap and equip our learners to leave at 16 or 18 years old with top-notch apprenticeships, job placements, university acceptances, or college courses. We foster close partnerships with numerous employers to deliver an education that is both engaging and perfectly aligned with the demands of the professional world.



#### OUR ETHOS:

Our ethos is straightforward: we view the college as a workplace. Consequently, everyone is expected to conduct themselves professionally and demonstrate mutual respect in all interactions. This mirrors the professional environment our partners operate in. Our college serves as a preparatory ground where our learners develop the skills needed to succeed in their chosen careers.

#### OUR VALUES:

Passionate about everything we do	We commit ourselves wholeheartedly to everything we do. We approach our work with enthusiasm, energy, and positivity. We do what we do because we love it, and this passion shines through.
Reach higher, be better	We are always learning and challenging ourselves and each other, to be the very best we can be. We have the courage to improve the way we work and exceed expectations.
Be respectful and value everyone	We take time to listen to each other and treat people in the way they want to be treated. We are supportive, inclusive and recognise everyone has their own skills and experience to offer. All our family has a voice.
Take care	We look after ourselves, our colleagues, and our community. We have a zero-compromise approach to health, safety and well-being.
Take ownership	We take responsibility and never walk on by. We are proactive – focusing only on solutions instead of problems.
Be proud, be seen	We celebrate our past, we are proud of what we do today, and we are excited about our future.



Here at LDE UTC we are proud to offer a competitive benefits package for our valued employees.

We understand as an employer we need to be flexible and responsive in order to promote diversity and equality whilst being able to attract and retain the highest quality workforce. Therefore, we hope that you will be able to take advantage of some of the benefits we offer whilst you are employed by us.

**Catering Offer:**

LDE offers free breakfasts and lunches whilst at work, this can be from a selection of hot or cold food made freshly on site. On Wednesdays LDE have a 'Free Fruit' day and fresh fruit is available to all staff. Free tea and coffee daily.

**Advise and Counselling Service:**

Our free Employee Assistance Programme (EAP) is a confidential 24/7 telephone line manned by accredited counsellors who are there to help staff with any matters they are worried about (work based or in their personal lives). This service also offers some face-to-face counselling where needed and other excellent benefits.

**Cycle2work Scheme:**

Cycle2work is a government initiative that was introduced in 2001 to encourage more people to commute to and from work by bike, enabling people to make healthier choices and reducing the UK's carbon footprint. The initiative also allows you to make huge tax and National Insurance savings on the cost of a new bike and safety accessories. These savings are achieved via salary sacrifice and managed by us.

**Season Ticket Loan:**

For all staff who have completed 10 months' continuous service we offer a travel loan scheme where we can advance you the cost of your season ticket (subject to certain limits) and deduct this from your net salary each month, thus spreading the cost of your ticket across the year.

**Parking:**

LDE have partnered with neighbouring UEL to secure staff car parking space. There is a limit on how many spaces we get per year and a cost. The parking charge is currently 0.6% of gross monthly salary. You will have to apply for a permit space on a yearly basis.

**Staff Children Admission Category:**

The LDE UTC Admissions Policy includes a category of admission relating to the children of staff, who may be given priority in the allocation of student places at the school if either of the following criteria are met:

- Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.



#### **Occupational Health Service:**

LDE work with an external company to provide a high quality OH service.

#### **Flu Jab:**

If you wish to take the seasonal flu jab and are not entitled to a free one, LDE will reimburse you for this. We want our staff to stay fit and well.

#### **Staff Well-being Committee (SMILE):**

Members of staff have set this committee up to support well-being amongst staff. Events/team outings are often arranged

#### **Multi-faith Chaplaincy:**

The Haven room located on site is a space which has been created to help you think about how faith, spirituality, and values shape who we are and the choices we make in life. It is a place where you can talk to someone, a place to unwind or if you want to make a difference in your community, the Chaplains can help.

#### **IT Equipment:**

Upon starting with LDE, you will receive a high-quality laptop and laptop bag to the value of £900 on average.

#### **Flexible Working and Working from Home:**

We are happy to be able to offer flexible working to our staff and most staff members take advantage of this and work from home 20% of the week in some shape or form. For teachers this may work around your timetable. For support staff, depending on role, this could be one day at week home working.

We have also implemented a 4.5 day timetable for learners, creating 54% learner contact time and 46% of the working week for PPA and CPL. 10 of the 190 days for our learners are 'flipped learning days' allowing further time for CPL and PPA for teaching staff.

#### **Personal Development:**

LDE offer opportunities for personal and professional development in a supportive environment. Newly qualified teachers to the school are allocated a mentor at the start of their employment and there is a well-planned Induction process for all staff.

#### **Sight Tests & Corrective Spectacles/Contact Lenses:**

LDE staff are entitled to basic vision tests. There are allowances (usually £50) to reimburse staff members for eye tests and the purchase of VDU spectacles/contact lenses.



#### Annual Leave:

On joining LDE, support staff working all year round will benefit from 28 days' annual leave per annum pro rata, plus 8 bank holidays.

#### Pension Scheme:

##### Teachers:

Membership of the Teacher's Pension Scheme.

Key benefits of the scheme are:

- You receive a guaranteed pension through the Teachers' Pension Scheme.
- You pay into your pension and so does LDE as your employer.
- It's a Defined Benefit Scheme, registered with HM Revenue and Customs, based on your salary and service rather than investments – so there'll be no nasty surprises when you come to claim your pension.

##### Support staff:

Member of the Local Government Pension Scheme, key benefits to you are:

- Secure pension.
- Flexibility to pay more or less contributions depending on your circumstances, tax efficient now and in the future.
- Freedom to choose when you would like to take your pension between the age of 55 and 75.

#### Long Service Recognition and Reward:

Staff are rewarded in recognition for their hard work, dedication and loyalty with a bonus following 5 and 10 years of service.

Eligible staff are entitled to the following:

**5 years' service - £250**

**10 years' service - £500**

This is paid via payroll at the end of September to all staff who passed the milestone (5 or 10 years) during the previous 12 months and remain employed.

#### Electric Car Scheme:

Electric Car Salary Sacrifice Scheme is open to all staff following a successful probationary period. We work with a third-party provider to offer the best and environmental friendly driving solution for staff. There are huge savings available on pure electric vehicles as Benefit in Kind is just 2% between April 2022 and April 2025, meaning you can make significant tax and NI savings on the scheme.

#### Discounted Gym:

A discounted gym membership at UEL SportsDock is available for LDE UTC staff, just show your LDE UTC ID badge at SportsDock to benefit from this.

<b>Job Title:</b>	<b>Exams, Data &amp; Admissions Assistant</b>
<b>Location:</b>	<b>London Design &amp; Engineering UTC / Newham</b>
<b>Contract type:</b>	<b>Permanent – Term Time, 37 hours per week</b>
<b>Salary:</b>	<b>S3-S10 (£27,711 - £30,771)</b>
<b>Accountable to:</b>	<b>Exams and Data Manager</b>

#### Core Purpose:

The Exams, Data & Admissions Assistant will work as part of the Exams and Data Team. This team works together to oversee all aspects of the administration and organisation of data and exams within the school and supports other functions within the school where appropriate.

#### Key Responsibilities:

Be involved with, as part of the data team:

- all aspects of internal and external exams
- all data relating to staff and students and to use this to support the operation of the school. This data is maintained in SIMS, and other support software.
- all aspects of the school admissions process and on roll/off roll co-ordination for students

#### Personal responsibilities

- Support with managing Admissions and Leavers including curriculum assignment, Year 9 and 12 transitions and new starters/leavers
- Assist with overseeing invigilators in support rooms to ensure all examination requirements have been met and staff given appropriate support with specific students according to their need.
- Maintain a working knowledge of the JCQ regulations
- Maintain accurate information on all students' access arrangements and additional exam requirements.
- Communicate with parents/carers as necessary
- To support or lead on key aspects of day-to-day data management within SIMS and exams records including:
  - Managing the reporting process including setup, formatting, checking, liaising with HoDs and other teaching staff
  - Maintenance of Marksheetworks and Aspects
  - Support and maintenance of Parents' Evening
  - Support preparing the Census in conjunction with the Exams & Data Manager
  - Processing student timetables
  - Oversee Exams Organiser including setup of season, maintaining candidate records, creating and managing seating plans, liaising with Heads of Department.
  - School comms

### **Additional Responsibilities**

- Provide administrative assistance to the Senior Leadership Team.
- Provide cover for colleague absence in work areas including Reception, Attendance and First Aid. Undertaking administrative procedures relevant to work areas.
- Provide administration support e.g. photocopying, filing, emailing, completing standard forms and responding to routine correspondence.
- Contribute to the overall ethos / work / aims of the LDE UTC
- Establish constructive relationships and communicate with other agencies / professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Ensure the effective implementation of school policies with particular regard to safeguarding

### **Professional Development:**

- Maintain and update your own knowledge and skills in line with the requirements of the role.
- To undertake professional development opportunities to keep abreast of best practice
- Attend meetings as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism.

### **Equal Opportunities:**

The Trust recognises and values the contribution of people from diverse backgrounds and experiences. We aim to provide an education service that promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion, or sexual orientation

### **Diversity Statement:**

The Trust recognises and values the contribution of people from diverse backgrounds and experiences. We aim to provide an education service that promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion, or sexual orientation.

### **Health & Safety Statement:**

All employees are responsible for promoting and maintaining a safe and healthy working environment. Line managers have specific responsibility for the health and safety of their team.



### Safeguarding Statement:

All employees are responsible for promoting and maintaining a safe and healthy working environment. Line managers have specific responsibility for the health and safety of their team.

### Other Duties

- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC.
- Undertake such duties as may be required.

N.B: This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the college in relation to the post holder's professional responsibilities and duties.

### Person Specification

The successful applicant will be able to demonstrate the following minimum requirements in their career to date through A – Application; B – Tests, Exercises; C – Interview; D– References.

Category	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent in Mathematics and English language, or the ability to demonstrate a similar level of numerical ability and literacy. (A)</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of communicating, both verbally and in writing, with a range of different audiences.(A,C,D)</li> <li>Experience in organising data and presenting the data and information in a suitable form for a variety of audiences (including use of Excel) (B,C,D)</li> <li>Experience of dealing with complex and confidential enquiries from a variety of professionals. (A,C,D)</li> <li>Experience of maintaining office systems and administrative procedures. (A,B,C)</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the school examination process would be an advantage. (A)</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Knowledge of the national curriculum at Key Stage 4 &amp; 5 and relevant awarding body syllabuses for GCSE, A Level and BTEC</li> <li>Good or outstanding classroom teacher with detailed understanding of pedagogy (A, B, C, D)</li> <li>Of effective assessment for learning strategies (A, C, D)</li> <li>Of how children learn with evidence to show how this can be effectively translated into classroom practice and have an impact upon the levels of learner achievement. (A, B, C, D)</li> <li>Of how ICT and technology more widely can be used to improve teaching and learning (A, B, C, D)</li> <li>Understanding of strategies for raising performance and using monitoring and evaluation structures to allow rigorous review of curriculum delivery (C)</li> </ul>	
<b>Other skills and abilities</b>	<ul style="list-style-type: none"> <li>Good knowledge of IT applications, including Word processing packages, Excel spreadsheet layouts and similar systems. (A,B,D)</li> <li>Good numerical skills to undertake a variety of tasks and good understanding of statistical measures (A,B,C)</li> <li>Some need to use analytical, judgemental, creative and developmental skills e.g. when setting up appropriate systems and producing information for line managers</li> <li>Very good ICT skills e.g. production of reports, correspondence,</li> </ul>	<ul style="list-style-type: none"> <li>Interest in whole college developments and the wider life of the college</li> </ul>

	<p>inputting / updating information (A,B,C)</p> <ul style="list-style-type: none"> <li>• Able to work accurately and with attention to detail and focus in a busy environment (A,B,D)</li> <li>• Able to relate well to students and adults, e.g. dealing with visitors, passing information / messages to other staff. (A,C,D)</li> <li>• Able to demonstrate sensitivity and tact particularly when dealing with the more sensitive issues (A,C)</li> <li>• Able to undertake short term planning, e.g. managing own workload, overseeing the work of others, ensuring deadlines are met. (A,C)</li> <li>• Able to deal with more complex queries and know when to refer to more senior staff. (B,C)</li> <li>• Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these. (A,C)</li> <li>• Able to self-evaluate learning needs and actively seek learning opportunities (A,C)</li> <li>• Ability to work under pressure, autonomously and on own initiative (A,B,C,D)</li> </ul>	
<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• An excellent team player, genuinely committed to working in partnership with others. (AC)</li> <li>• An excellent communicator to a variety of audiences with good interpersonal skills. (AC)</li> <li>• Ethical and committed to promoting equal opportunities, safeguarding, and data privacy. (AC)</li> <li>• Collaborative team player with a positive attitude and a commitment to continuous improvement. (AC)</li> <li>• Strong problem-solving skills and a proactive approach to overcoming challenges. (AC)</li> <li>• Accuracy and attention to detail. (C)</li> <li>• Flexible approach to work. (A C D)</li> <li>• Ability to relate to academic staff and students. (AC)</li> <li>• Ability to work under pressure and to tight deadlines. (A)</li> <li>• Honesty, integrity, and the ability to build trust. (AC)</li> <li>• Resilience. (B D)</li> <li>• Energy, enthusiasm, and the ability to keep things in perspective. (A C D)</li> <li>• Commitment to the aims and values of the UTC. (A B C)</li> <li>• Confidence, communication skills, and fluency to deal with staff, learners, and parents. (C D)</li> <li>• Awareness, understanding, and commitment to equal opportunities. (A)</li> <li>• An understanding of the needs of young people. (C)</li> <li>• Always maintains high professional standards. (D)</li> </ul>	

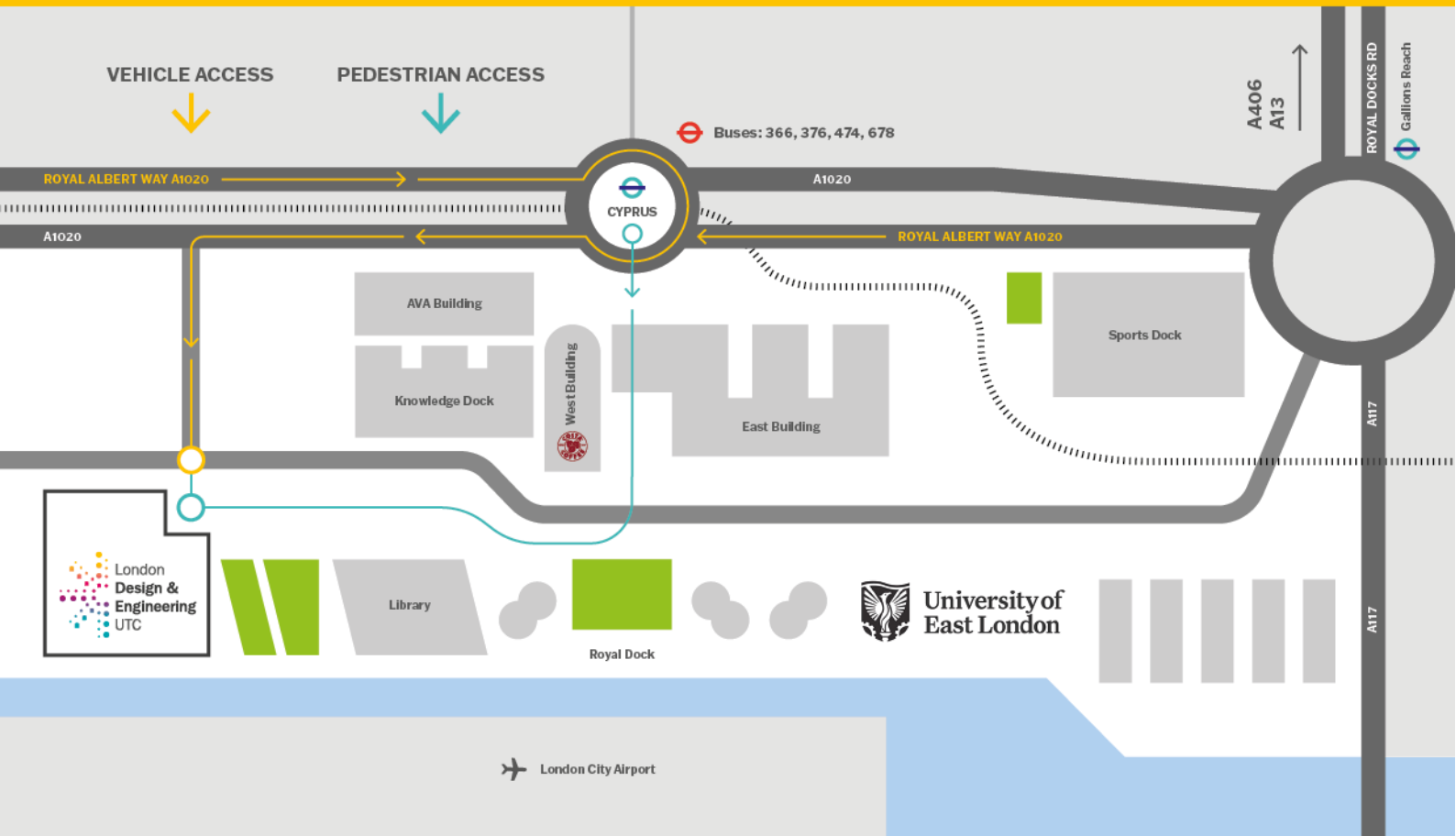


Please apply via TES or email your completed application to: [HR@ldeutc.co.uk](mailto:HR@ldeutc.co.uk)

Closing date: Monday 7<sup>th</sup> October 2024 at 9am

Interviews: Week commencing Monday 7<sup>th</sup> October 2024

Start date: October/ November (depending on notice period)



## London Design & Engineering UTC

15 University Way  
Royal Docks  
London  
E16 2RD

Telephone: **0203 019 7333**

Email Us: [HR@ldetuc.co.uk](mailto:HR@ldetuc.co.uk)