

WORKING AT THE ABBAY DLD GROUP OF COLLEGES

ABBAY DLD
GROUP OF COLLEGES
CAMBRIDGE • LONDON • MANCHESTER

 www.abbeycolleges.co.uk





ABOUT US

The Abbey DLD Group of Colleges (ADLD) consists of three independent sixth form colleges located in Cambridge, London and Manchester, offering a wide range of academic study programmes.

Each of our colleges has their own unique personality, but they are united by a set of common goals. At Abbey DLD we strive to achieve the highest academic standards whilst providing a welcoming, safe, high-quality teaching and boarding experience for students from around the world.

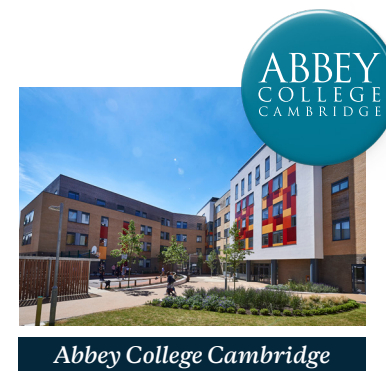
Our aim is to help our students achieve the academic success needed to progress to the UK and the world's top universities, whilst also developing the personal skills and qualities to succeed at university.

OUR COLLEGES AT A GLANCE

ABBHEY COLLEGE CAMBRIDGE

We provide a first-class British education for students from around the world.

We are renowned for academic excellence that stems from our students' ambition and discipline. Students are guided by high-quality teaching, an engaging enrichment programme, and empowering pastoral support.



Abbey College Cambridge

DLD COLLEGE LONDON

Founded in 1931, DLD College London is a multi-award winning co-educational boarding and day school situated in the creative heart of one of the world's most vibrant, multicultural cities.

We are a school of diverse thinking and influences, not weighed down by legacy and tradition, but focused on the future and driven by liberal, progressive values.

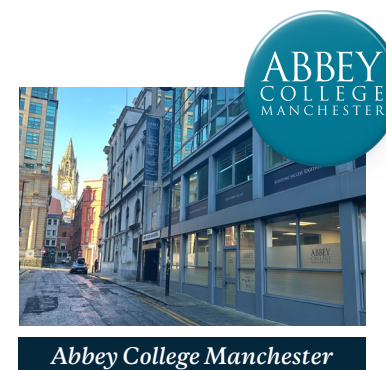


DLD College London

ABBHEY COLLEGE MANCHESTER

We are an exciting, friendly college situated in the heart of Manchester.

Here at Abbey College Manchester, our flexible programmes and personalised learning, combined with our strong academic ethos, offers a unique alternative to traditional schools.



Abbey College Manchester



EMPLOYEE BENEFITS

The Abbey DLD Group of Colleges offers a range of employee benefits including:

DISCOUNTED SCHOOL FEES

All permanent staff employed by the Abbey DLD Group of Colleges will qualify for a 50% discount on fees if their children attend an Abbey DLD college.

SEASON TICKET LOANS

Season ticket loans are available for all staff (provided they have completed their probationary period) for their annual bus or rail travel to their place of work.

GROUP PERSONAL PENSION PLANS

The Abbey DLD Group of Colleges Personal Pension Plan is provided by Scottish Widows. In line with government legislation, Alpha Plus will automatically enrol from your start date into the Group Personal Pension Plan provided you meet the eligibility criteria for auto enrolment (age and earnings related).

EYE CARE

All employees of the company may apply to have the cost of their eye test up to the value of £30 reimbursed. ADLD will also contribute £50 towards a first pair of glasses or change in prescription.

CYCLE TO WORK SCHEME

The Company has partnered with Bike2Work to administer the Cycle to Work Scheme. The Scheme operates via a salary sacrifice arrangement with deductions taken from your Gross Salary, so resulting in savings of Tax and NI.

TRAVEL INSURANCE

If you are travelling overseas on behalf of the company your travel insurance will be covered by Chubb Assistance.

GYM SCHEME

Our Gym Scheme allows staff to make savings on Gym membership and other fitness activities. The savings are achieved by applying corporate discounts and paying for the membership costs direct from salary and therefore saving on NI contributions.

WORKPLACE NURSERY SCHEME

The Company has partnered with EnjoyBenefits to administer the Workplace Nursery Scheme. The Scheme operates via a salary sacrifice arrangement resulting in savings on Tax and NI.

EMPLOYEE ASSISTANCE PROGRAMME (EAP)

The Employee Assistance Programme (EAP) is intended to help employees deal with personal problems that might adversely impact their work performance, health, and wellbeing.



YOUR APPLICATION

HOW TO APPLY

Please Complete the application in full and enclose your CV and a detailed covering letter stating why you think you have the necessary skills to be successful in this position.

INTERVIEW PROCESS

We will approach one referee before interview for each shortlisted candidate for information to verify particular experience or qualifications.

SAFEGUARDING

The Abbey DLD Group of Colleges is committed to safeguarding and promoting the welfare of children and young people and as an employee of ADLD you will be expected to share this commitment. The safeguarding of our students is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

CHECKS AND TRAINING

- Enhanced DBS checks to ascertain your suitability to work with children will be carried out. This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all convictions, cautions and bindovers, including those regarded as 'spent' must be declared.
- Three written & verbal references from previous employers will be sought.
Your referees will be asked about your suitability to work with children and whether they know of any disciplinary offences relating to children or young persons and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
- Your full employment history will be checked, any significant gaps will require explanation and proof of any relevant qualifications will need to be provided.
- You will be required to complete Child Protection Training via e-learning prior to commencing employment.
- Pre-employment health screening.

PASSING ON CONCERNS

There may be times when it is necessary to pass on details of concerns about an applicant to the police and/or DfE Children's Safeguarding Operation Unit. This might be because the candidate is barred or disqualified from working with children; has provided false information in or in support of their application; there are serious concerns about the candidate's suitability to work with children.

Abbey DLD Group of Colleges
Homerton Gardens
Cambridge CB2 8EB

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