



Overview of Halesowen College

Halesowen College aims to:

- Provide an impactful, inclusive and broad curriculum to meet the needs of learners and address the skills deficit
- Provide exceptional quality of education which inspires students to learn, flourish and succeed
- Have a physical and digital estate which are visionary and provide motivational environments in which to learn
- Maintain sustainability and financial resilience to invest in our environment and excellence in education
- Be known for exceptional education, support, skills development and positive impact - reputation that we proudly uphold

We want staff to be proud to work for Halesowen College. Staff report that they are well supported by their line manager, receive regular feedback and feel confident in what is expected of them. Staff work hard and work well together. We are proud of our diversity and so invite individuals to join the college who share this ethos and can contribute to having positive relationships and conversations.

Shortlisting of applicants is anonymous, and we welcome applications from all sections of

the community. We have a robust onboarding process to ensure the safety and wellbeing of our students.

There are sustainability and environmental improvements year on year at Halesowen College, supported by an environmental group involving staff and students, to make the necessary steps so that we can be responsible. This also shows learners how they can take the theory and make it into a reality.

Halesowen College is a thriving tertiary college operating from six main sites, Whittingham Road, Shenstone House, Trinity Point, Coombs Wood Centre, Halesowen Skills Shop and CPC. Facilities, buildings and resources are modern, inviting and the campuses are an exciting place to learn and work.

Quality and Standards is overseen by a team who work across the College to improve the quality of education, creating a culture of enthusiasm for continued professional development and assuring a high-quality learner experience. Their overall aim is to drive up standards in teaching and learning through the tracking, monitoring, and support for staff, reporting on performance, improvement strategies and impact.

The College has maintained a good reputation for a sustained period. This was reaffirmed in September 2023 when Ofsted judged the College to be "Good" overall. Achievement rates have steadily improved and are now amongst the best nationally.

We are proud to be recognised as a Leader in Diversity which has been retained since November 2020, for Fairness, Respect, Equality, Diversity, Inclusion and Engagement. We have also been awarded the Rainbow Flag Award and are a College of Sanctuary.

The College primarily serves the communities of Halesowen, Stourbridge, Dudley and Sandwell. Many students are from urban areas including many wards that score highly on the index of deprivation. In addition to providing one of the most comprehensive curriculums offered in the region, the College works hard to remove any barriers that students might encounter. We are the only

college in the region to offer a free coach service to all learners with over 2000 students accessing these coach services each week.

The College has:

- Excellent relationships with local schools and recruits students from more than 100 others.
- Some 5,300 funded full-time 16-18 learners
- Both GCE A levels and vocational provision of which 70% of students follow level 3 studies.
- Growing numbers of adults; 14-16 year-old elected home-educated students and a small but rapidly increasing number of apprentices.
- Programmes range from Entry Level to Level 4. Adult provision is primarily concentrated on GCSE English, Maths and Access to Higher Education programmes supported by some specific vocational expertise on areas such as Counselling.
- There is a growing number of students who receive learning support assistance and most have access arrangements for their exams or assessment.
- University Centre Halesowen, partly funded by the University of Worcester, as well as other extensive partnerships that compliments the College's higher level vocational pathways for students who are unlikely to access traditional university education.
- Strong relationships with a range of stakeholders, including the West Midlands Combined Authority, Local Enterprise Partnership, schools, multi-academy trusts, employers and the local community.

Why work for Halesowen College – staff benefits include:

- Local Government Pension Scheme or Teachers' Pension Scheme
- Opportunities to develop in your role with a comprehensive staff development programme
- Away Day in the Summer term
- Two designated wellbeing days per year
- Time to allow you to take and pick up your child on their first day in Key Stage 1
- Time for you to deal with the death of a pet – one day
- Our Employee Assistance Programme helps you deal with life challenges including 24/7 GP service, counselling, carer advice, spine and neurological advice, financial wellness, legal helpline.
- Onsite parking, heavily subsidised.
- Business mileage, cars 45p per mile and 24p per mile for motorbikes and 20p per mile for bicycles.
- Birmingham Hospital Saturday Fund – health cash plan through payroll
- Salary sacrifice for Cycle2Work
- Staff Digital Scheme (loans for IT equipment)
- Sick pay scheme (after qualifying periods up to six months full pay and six months half pay should you need)
- Shutdown days December/January
- Remote access to college networks
- Discounts on treatments in our training salons
- Fitness and wellbeing facilities and instructors
- Eye care – VDU users can have their eye test paid for and receive staff discounts at local opticians
- Free Flu Vaccination onsite
- Onsite wellbeing checks



Safeguarding

Halesowen College will carry out pre-employment safeguarding vetting checks to ensure that staff appointed are suitable to work with children and or vulnerable adults.

- We are committed to safeguarding and promoting the welfare of children and vulnerable adults
- All staff employed have safeguarding responsibilities irrespective of their role
- The post that you will be applying for is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Job Title**LECTURER IN
CATERING**

Line Manager:	Curriculum Director
Contacts:	College Staff, Students, General Public, College Stakeholders, Employers, Awarding Bodies, Government Agencies
Job Purpose:	Teaching within the Catering department delivering Professional Cookery, Patisserie and Confectionery, full and part time provision Catering courses from level 1 to level 5.
Hours:	35 hours per week (Full Time). Fractional Occasional extra hours and weekend work may be required, for which, time off in lieu is given. Staff are expected to support College events outside of core business hours.
Salary:	£27,847 pa - £44,863 pa [Pay Spine Points 18-29] [pro rata for fractional posts]
Annual Leave:	The leave year runs from 1 September to 31 August Teaching: 40 days annual leave and 8 Bank Holidays plus up to 10 Closure Days [for 2024-25 leave year, 53 days are available to take as leave]
Pension:	Teachers' Pension Scheme and our employer contribution is 28.68% Employee contributions depend on your annual salary see: https://www.teacherspensions.co.uk/members/member-hub.aspx
Benefits:	https://jobs.halesowen.ac.uk/index.cfm?action=content&content=1

The Lecturer will be responsible for:

- delivery of the subject to full and part time students
- production of a scheme of work for each area of teaching that embeds inclusivity and diversity, PREVENT agenda and British Values, and incorporates English and Maths
- development of an inclusive and diverse curriculum and learning culture

- production of suitable and sufficient course material for effective delivery of the curriculum
- creating a positive and inspirational learning environment
- assessment which is relevant and linked to employers (where relevant)
- personalised learning to encourage high aspiration
- equitable and inclusive resources
- a culture of health and well-being for all

How you will meet your responsibilities

- Good relationships and interactions with students
- Making work understandable and explaining in a clear and individualised way.
- Being passionate and engaging in your subject delivery; providing anecdotes and personal experiences which serve to illuminate learning
- Creating a learning environment that is calm, approachable, and comfortable
- Providing regular and constructive feedback
- Recognising and supporting mental health and personal concerns

Responsibilities and tasks to undertake are

1. Be a member of the course team, attend regular course team meetings and work with the Course Leaders in achieving the desired outcomes.
2. Act as a Personal Coach to nominated groups or individual students.
3. Complete registers accurately and maintain clear records of students' achievement.
4. Produce reports and summaries in line with college policy and procedures.
5. Where directed to arrange students' work experience and make visits to assess their progress.
6. Be conversant with, and participate in, activities and developments in education and training which are relevant to the needs of students and your own development.
7. Maintain appropriate standards of student behaviour within the learning environment, College campus; recognition of positive student behaviour and progress.
8. Develop and maintain links with colleagues, employers (where appropriate) and outside bodies relevant to the needs of the curriculum.
9. Follow College policy and procedures including Staff Code of Conduct, Safeguarding Policy, PREVENT, Health and Safety Policy and Procedures.
10. Participate in careers guidance and the recruitment and enrolment of students, and attend Open Days, Advice and Guidance events, and Parents' Evenings.
11. Undertake such other duties as may from time to time be required which are consistent with the level of post held.

Under DBS legislation and guidelines this is a regulated activity.

Disclosure and Barring Service Check

This post, due to its nature, duties and responsibilities, will be subject to a check by the DBS. The level of check which will apply shall be an "Enhanced" level check. Information about this disclosure can be found at www.gov.uk.

To prevent abuse and implement good practice Halesowen College ensures that recruitment practices are robust and rigorous and that all staff employed have up to date and acceptable references, a full and complete employment history, an Enhanced DBS check and a check of the DBS barred lists.

Safeguarding

Halesowen College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an enhanced Disclosure and Barring check.

Online Searches

Online searches will be conducted for candidates, these will be made via an external body and you will be required to submit information in order for the search to take place.

Data Protection

You are required to meet the specifications of the College's Data Protection Policy as part of your conditions of employment. This will include information relating to past and prospective employees and students, suppliers and customers.

Harassment and Discrimination

You have a duty not to discriminate against or harass colleagues, contractors, students, parents, guardians or potential students or other College visitors, by reason of their age, sex, sexual orientation, gender re-assignment, marriage and civil partnership, pregnancy or maternity, race, disability or religion and belief.

Safeguarding and Staff Code of Conduct

You have a duty to abide by the Staff Code of Conduct and Safeguarding Policy.

Health and Safety

The College and its employees have legal obligations in respect of the health, safety and welfare of persons at work and the protection of others against risks to health and safety in connection with their activities. Specific health and safety responsibilities are detailed in the College Health and Safety Policy.

Other information for job holders/applicants:

Equality and Diversity

Halesowen College is proud of its work in embedding equality and diversity principles in its activities and welcomes applications from all suitably qualified people, irrespective of age, sex, gender reassignment, marital or civil partnership status, disability, race, ethnic or national origin, religion or beliefs, sexual orientation, unrelated criminal convictions or family responsibilities.

We welcome all sections of the community and value the contributions to the achievement of the College's mission that are made by members of the College from a wide range of backgrounds and experiences. All staff must demonstrate an awareness of equality and diversity principles, as set out in College policies that includes **Fairness, Respect, Equality, Diversity, Inclusion and Engagement**. It is expected that all members of staff on appointment are committed to and include these principles in their work.

Information Technology

The College has approximately 2,600 computers across its sites including PCs, laptops, netbooks and Macs running a range of industry standard software. Equipment is available for long and short term loans, and guest access to our wireless network is provided for personal devices. We also run a PC booking system to ensure you can get access to a computer when you need it. A wide range of classroom technologies are in place such as the Moodle Virtual Learning Environment, cameras, voting devices and interactive whiteboards/data projectors.

All staff and students are given a personal computer account with access to email and storage which is available on and off site.

Smoking

Halesowen College is a designated smoke-free environment.

Smoking is only permitted as follows:

- Whittingham Road – the smoking shelter on Car Park A and certainly not directly by the entrances due to causing obstruction to the public pavement.
- Shenstone House - only permitted in the "smoking shelter" situated on the car park.

- Coombs Wood - outside College premises (roadside) but not directly by the entrance. This rule applies equally to staff and students, and to all categories of visitor. Acceptance of this rule is a condition of employment for staff, and a condition of being a student for students.

Campus

The College has six sites, Whittingham Road, Shenstone House, Coombs Wood, Halesowen Skills Shop, CPC Training (Oldbury) and Trinity Point. Staff can be asked to be based at and/or work across all campuses.

Note: This job description is current at the time of issue. It should be recognised that, in keeping with organisational changes and developments, it may be necessary to review the duties listed from time to time and change them to meet organisational objectives.



Charter for Employers Positive about Mental Health

Halesowen College

As an employer we recognise that in the UK, people experiencing mental ill health continue to report stigma and discrimination at work. Having signed the 'Charter for Employers Positive about Mental Health', we are committed to creating a supportive and open culture, where colleagues feel able to talk about mental health confidently, and aspire to appropriately support the mental wellbeing of all staff.

As an employer, we have made an on-going commitment to:

- ✓ Provide non-judgemental and proactive support to staff experiencing mental ill health.
- ✓ Not make assumptions about a person with a mental health condition and their ability to work.
- ✓ Be positive and enabling towards all employees and job applicants with a mental health condition.
- ✓ Support line managers in managing mental health in the workplace.
- ✓ Ensure we are fair in the recruitment of new staff in accordance with the Equality Act (2010).
- ✓ Make it clear that people who have experienced mental ill health will not be discriminated against, and that disclosure of a mental health problem will enable both the employee and employer to assess and provide the right level of support or adjustment.

First Signed: 9th December 2015

Last Reviewed: 3rd December 2024

Next Review: 9th December 2026

Name: Rachael Charles

Position: Director of HR

www.mindfulemployer.dpt.nhs.uk