

# Huddersfield New College

## Applicant Information Pack Support

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# Welcome

Dear Applicant,

Welcome to your potential future career with Huddersfield New College – or as we are more often known, HNC!

I would like to thank you for your interest in one of our current support staff positions. This short pack shares more about the position and our award-winning College.

Our outstanding staff team is at the heart of the nationally leading results our students achieve. Each year over 1400 young people graduate from HNC and progress on to their next step, having achieved their academic potential and the grades that enable them to realise their ambitions.

Now is an incredibly exciting time to be joining our vibrant and diverse College community. As a member of support staff you will be part of the TES Sixth form College of the Year (2019-20) and be part of an enthusiastic team who all share a genuine commitment to seeing young people achieve their dreams, sometimes in the face of some real challenges.

Our support to ensure our young people succeed is extensive. We ensure that each and every individual student can take advantage of the exceptional opportunities on offer through a comprehensive package of support. Our young people are genuinely well behaved, respectful and polite individuals who want to attend College and want to learn. This pack shares a little more about how our pastoral care and support systems ensure that students can benefit from our outstanding academic experience.

I am proud to be HNC, and be part of a team of diverse staff with a common goal: to make a positive difference to the lives of young people. Working here can be at times demanding, but also incredibly inspiring and rewarding.

We recognise and reward their exceptional hard work, and fully support our colleagues. You can expect to be joining a welcoming teaching community, with first class CPD, and fantastic resources to carry out a first class job. If you are inspired by the moral purpose to our work, and feel you have the skills to ensure our young people can benefit from a world-class educational experience, we would love to hear from you. Finally, I would like to say that I do appreciate the time it can take to apply for jobs. If you do decide to apply, I appreciate your investment of time, and whatever the outcome, I wish you well in the future.

Yours faithfully,  
Marcus Smith-Connor  
*Principal*



# About Huddersfield New College

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Huddersfield New College (HNC) is the TES Sixth Form College of the Year 2019, an Ofsted outstanding provider and holds the National Leaders in Diversity Award.

These awards recognise the exceptional outcomes our students achieve, and how the life-changing opportunities available to them transform their futures.

HNC is unique, with nationally leading results. This short summary information provides some background information you may find useful in relation to your application.

## **A UK leading, award winning institution**

We are an Ofsted outstanding institution, with a range of awards that reflect how our young people enjoy an experience that ensures they achieve their ambitions. Points of interest include:

- Our Class of 2021 achieved record breaking results with a 100% pass rate for A Level and a 99% pass rate for vocational courses. Overall 77% of our Class of 2021 achieved high grades A\* A and B (or equivalent)

- We are in the top three organisations in the UK for Equality and Diversity and for four years running we were named the UK Organisation of the Year for Equality and Diversity in the National Centre for Diversity Grand Awards

- We were named as the TES Sixth Form College of the Year 2019-20

- Nearly 8 in 10 of our students progress to university, despite the fact that 35% of our young people come from deprived backgrounds. In 2020 we were named winner of the Social Mobility award in the SFCA Annual Awards

- 95% of our students and parents would recommend HNC to others

## **An outstanding, diverse choice of study programmes**

Our College offers young people a huge range of study options. Although HNC is an academic sixth form college, our curriculum offer includes Level 2 programmes, with young people on these programmes often remaining at College to progress to Level 3.

Uniquely, students can opt for a mixed study programme and can combine A Level and BTEC qualifications. The majority of our BTEC qualifications are available as 1, 2 or 3 A Level equivalents meaning they can be studied as full-time programmes or alongside A Levels. We are currently looking at the provision of T Levels.

Students at HNC often choose to combine a mix of A Level and BTEC qualifications. More academically able students are stretched and challenged through our Aspire XL programme which provides the inspiration, support and cultural experiences that ensure students can compete for places at leading universities and degree level apprenticeships.

This flexibility in study programmes ensure our students flourish and succeed. Our progression rates from BTEC to university is nearly twice the national average and our high-grade rates (A\* - B, or equivalent) in 2019 was 77%.

## Supporting students to succeed

We understand that happy students are ones that succeed. You will be joining an institute that fully supports students inside and outside of the classroom.

Our pastoral provision is outstanding. All students are assigned a Progress Tutor, and the team work closely with curriculum staff to ensure that students succeed and meet our high expectations. Procedures are in place that ensure any identified achievement or behaviour concerns are identified, with in-house support including a Student Welfare Manager and Mental Health Champion.

Student behaviour is excellent. Our young people want to learn, attendance is excellent and our young people are enthusiastic and motivated to achieve, offering our teaching staff a pleasant and inspiring working environment.

Our young adults are given freedom to grow and mature, whilst learning in an environment that is safe and secure. Our safeguarding systems for supporting at-risk students are robust. Parents/Carers remain an important part of a student's educational journey, with regular Parent Evenings and an online portal which allows them to log in to keep up to date with progress.

## The Campus and teaching facilities

Our fantastic facilities support an outstanding experience for our students through facilitating outstanding learning opportunities. Onsite facilities include a Sports Hall, and Sports Barn, Multi Gym, Media Editing Suite and a Childcare and Education Suite. Recent investment saw the introduction of a Starbucks Café, increased social space, and a redeveloped Learning Resource Centre.

In 2021 we were successful in securing funding which will support our expansion through the building of more learning spaces and classrooms, enabling us to increase our student capacity.

HNC is located in an area of open green spaces, and our classroom spaces undergo a programme of regular investment and refurbishment.

All departments have dedicated Faculty offices for staff, along with a main Staff Well-being Room for staff.

## Staff structures

Our College support staff teams ensure that College can run effectively, students are supported and we enjoy a welcoming and safe environment. Our support staff teams are varied, including our Estates team, Student Services, Exams, Pastoral, Finance, Marketing and School Liaison and Student Support, amongst many others. Each of our support teams provide a vital role in ensuring an outstanding experience for all of students.

All subjects are part of Faculty with a Head of Faculty reporting directly into our Assistant Principal. Depending upon the size of the area, the department will also have Course Leaders for subjects. Where possible subjects are taught in their subject areas within dedicated Campus buildings.

HNC is an oversubscribed College, and the majority of our staff have opportunity to support our interview and recruitment process.





### Being an HNC colleague

HNC is genuinely a supportive and welcoming place to work. We understand that happy, healthy staff are ones that can excel in their work. Working at a College can be really demanding, but we also believe that a work life balance for employees is vital. HNC is an incredibly rewarding environment where you will be part of something that transforms lives! You can expect:

- 24/7 Employee Assistance Programme - giving you access to free support on a range of areas including legal advice, family issues, tax arrangement, money matters, emotional support and so much more!
- Flexible working policy
- Leave of absence/special leave
- Ample free onsite parking, and a pleasant working environment
- Onsite catering
- Pension schemes for teaching and support staff
- Eye care scheme
- Occupational Health support
- A calendar of health and well-being events, supported by our Staff Well-being team
- Enhanced Maternity, Paternity and Adoption pay
- Personal and professional development opportunities
- Free access to the onsite Fitness Suite
- Staff voice is crucial at HNC and we work closely with our relevant unions

# Application Guidance

**The Job Description details the duties and responsibilities of the post. The Person Specification details the skills and personal attributes required in order to fulfil the role. Your supporting statement should demonstrate how you meet these criteria and key skills relevant to the job description.**

## Essential

The successful candidate must meet the essential criteria in full, in order to be able to fulfil the role.

## Desirable

Although not essential, the post holder may also be asked if they have further desirable experience and skills.

Where criteria are to be identified through testing, this may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and numeracy assessments, presentations, and other practical assessments relevant to the role. For teaching positions, candidates will usually be asked to deliver a micro-teaching session to facilitate assessment of teaching ability.

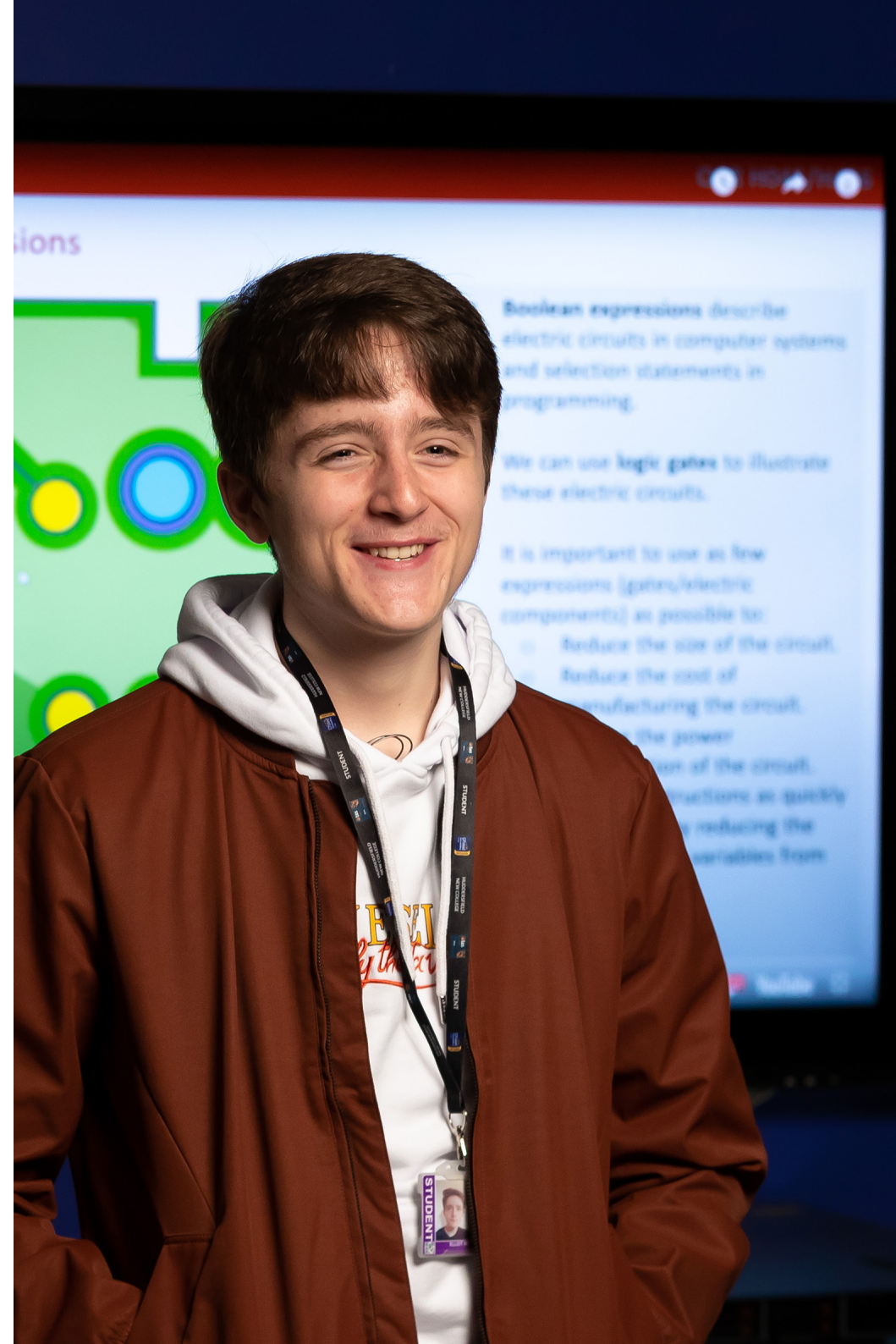
## Other information

Huddersfield New College is 'Disability Confident Leader' employer and we are committed to fulfilling the disability provisions of the Equality Act 2010. We will make reasonable adjustments to enable a shortlisted candidate to attend the interview. We are committed to equal opportunities and

safeguarding young people. Applications are welcomed from all sections of the community.

Please note that references may be requested from your current and previous employers for shortlisted candidates, in advance of interview dates.

*Information regarding recruitment and selection policies is available on our website <https://www.huddnewcoll.ac.uk/about-us/job-opportunities>*





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## Job Description

<b>Job title</b>	Caretaker - Maintenance
<b>Job reference</b>	EST18
<b>Team</b>	The post holder will be a member of the Caretaking team in Estates Services
<b>Reports to</b>	Director of Estates
<b>Remuneration</b>	NJC Support staff salary spine band 3 (NSP 7-9)
<b>Terms and conditions</b>	Operations staff Full time and as part of the caretaking team, work within a 3 week rota pattern as required; shift times 5am to 1pm , 8am to 4pm and 10am to 6pm

### Overall focus

Work collectively with all colleagues to support HNC's Vision and Mission and to embody HNC's values and behaviours.

### Duties and responsibilities

Your duties and responsibilities are detailed and you may also be required to undertake additional tasks, as may reasonably be expected and commensurate with the role, including evenings and Saturdays, in line with published calendar requirements.

- Provide a high quality caretaking and estates management service to the College
- Carry out multi-skilled repairs and maintenance
- Open and close the College buildings to meet the requirements of its uses
- Operate and maintain the boiler plant (together with online and computerised systems), air cooling systems, water systems, electrical plant, lighting systems, and other plant
- Operate fire panel systems, in order to ensure that weekly fire alarm tests are undertaken in every building.
- Identify, log and accurately report defects within the College's buildings and estates to the Director of Estates
- Contribute to the property strategy by reviewing and updating the planned and preventative maintenance plan and rolling condition plan
- Monitor and maintain inventory items and stock levels, ordering consumables in line with College processes
- Monitor the quality, work and safety of contractors working on site
- Transportation and setting up of furniture / equipment to meet the specified requirements
- Complete any PAT testing requirements to relevant guidelines and in an agreed timeframe
- Ensure that the estates and buildings are cleared of waste on a daily basis, that fire corridors are clear and accessible at all times, and that any sightings of pests or vermin are reported and acted upon promptly
- Possibility to act as a first line member of the first aid team

### Wider contribution to HNC

- Operate at all times within College policies, procedures and protocols
- Meet and embody all professional standards as applicable to role; Teaching, Operations, Managerial
- All staff must have a clear understanding of the following key policies; Staff Code of Conduct, Health and Safety, Safeguarding and IT Acceptable and Safe Use and Equal Opportunities
- Encourage positive student behaviour to ensure a harmonious and safe environment



## Job Description

- Proactively engage in professional development
- Understand the College's mental health support initiatives, signposting students and colleagues where appropriate



## Job Description

Person specification	Essential	Desirable	Method of Assessment
<b>Education and qualifications</b>			
Minimum of Level 2 qualification in literacy and numeracy (e.g. GCSE English and Maths at grade A*-C) or able to demonstrate equivalent level of ability	•		Application
Relevant health & safety qualifications (IOSH, COSHH, NEBOSH)		•	Application
First Aid qualification		•	Application
Manual Handling qualification		•	Application
Fire Awareness qualification		•	Application
<b>Experience</b>			
Previous experience in a similar role	•		Application
Ability to carry out estates maintenance tasks e.g. joinery, plumbing	•		Application
Previous experience of working in an educational environment		•	Application
<b>Skills and knowledge</b>			
Strong team building skills with the ability to work as a strong team member to provide a seamless, customer focussed service	•		Interview
Ability to communicate effectively to a range of stakeholders with good inter-personal skills	•		Interview
Ability to manage own time and prioritise work	•		Interview
Ability to use IT e.g. Microsoft Word, Email, etc.	•		Interview
<b>Personal qualities</b>			
Commitment to HNC vision, mission, values and culture	•		Interview
Commitment and suitability to the safeguarding of young people	•		Interview References Enhanced DBS Clearance
Hard-working and self-motivated	•		Interview
Reliability and integrity	•		Interview
Initiative and ability to prioritise task lists to meet deadlines	•		Interview
A proactive commitment to work, including the ability to respond flexibly and creatively to new challenges and opportunities	•		Interview