



Applicant Pack 2022/23



Welcome

Dear Applicant,

Welcome to your potential future with HNC! Whatever role you are considering applying for, I would like to thank you for your interest in joining our team. Every day we strive to be a College where students love to learn and staff love to work. Ultimately, our vision is to open minds, embrace difference and empower each other to shape a better future.

I would encourage you to start your application by learning more about who we are. We encapsulate our identity in our vision, mission and values. We exist to provide an inclusive, enriching education which enables our students to progress to their aspirational destination of choice. Our culture is what makes us unique. Our culture is built around our ASPIRE values which our staff and students embody on a daily basis. Our staff proactively participate in the translation of the College's vision into a lived daily reality and seek to make a positive contribution in accordance with their role. Our staff choose to be responsible for maintaining our culture of supportive challenge in existence through the consistent application of our shared standards and expectations. Our staff take their responsibilities seriously and always do what is in the long-term interest of our students, even when this is difficult and unpopular. It is through our collective efforts that we successfully deliver our curriculum intent – to educate, enrich and enlighten.

This pack shares more about the position you are considering applying for and about our College in general so that you have an insight into what life as a member of staff at HNC is like. If you are inspired by our vision, if you are passionate about joining a student-centred educational community built on hard work, if you are committed to living our values, if you are humble and honestly self-reflective, if you are dedicated to shaping a better future, then HNC may well be the perfect match for you.

I hope to have the opportunity to meet you soon and thank you again for taking the time to find out more about us.

M. Smith-Connor

Marcus Smith-Connor
Principal



About HNC

HNC is proud to offer an inclusive, enriching experience where students are empowered to achieve their vision. For our students this can mean university, a degree apprenticeship or the world of work. We are a 16-19 College, offering young people a unique educational experience.

The importance of the life-changing qualifications is heightened by our local context. We are situated in Kirklees, an area of significant deprivation. Around four in ten of our students come from deprived backgrounds, but we are passionate about ensuring that they understand that there are no limits placed upon what they can achieve. We reflect the diversity of the communities we serve, and the experience we offer is genuinely transformational.

This short summary information provides some background information you may find useful in relation to your application.

- *Our Class of 2022 celebrated a 99% A Level pass rate, a BTEC pass rate of 97% and an overall high grade rate of 62% (A*, A, B or equivalent)*
- *The College has celebrated a range of awards and achievements, including Ofsted outstanding. We have also been named the UK Organisation of the Year for Equality and Diversity five times, and have won a range of awards that reflect our mission as a College including the SFCA Social Mobility award. You can read more about these by [clicking here](#)*
- *Nearly 8 in 10 of our students progress to university, including from our Applied programmes*
- *95% of our students and parents/carers would recommend HNC to others*

Our prospectus is a great way to learn about One HNC, and all the reasons why our students love to learn here and staff love to work here. The most current version can be found on our website www.huddnewcoll.ac.uk



An inclusive and enlightening range of study programmes

Our College offers young people the opportunity to tailor their study programme to their ambitions. Although HNC is an academic sixth form College, we offer a vast range of programmes where students can build a study programme suited to their ambitions. We also have a Pre-Applied Pathway which offers students who don't meet the criteria for our Level 3 provision a route to studying at this level.

Our young people can opt for:

- *The A Level Pathway*
- *Our Blended Pathway – which will contain a combination of A Levels and Applied qualifications (BTECs)*
- *Applied Pathway – a study programme made up of Applied qualifications (BTECs)*

Students at HNC often choose to combine a mix of A Level and Applied qualifications. Our young people with the academic potential to secure places at world-leading universities are inspired to do so via our XL programme, which provides the inspiration, support and cultural experiences to compete for places at world leading universities and degree level apprenticeships.

An enriching experience

Our students benefit from a creative and engaging extra-curricular programme, both inside and outside of the classroom. They can experience visits, full-day university experiences and trips in the UK and beyond. All staff are invited to support our students by offering a short enrichment block.

**STUDENT
ENRICHMENT**



Our Vision



One HNC. Together we open minds, embrace difference and empower each other to shape a better future.

Our Mission

One HNC, a college where students love to learn and staff love to work. Where students earn life-changing qualifications. Where we develop the confidence to live authentically and the courage to shape a better future.

Our Values

AUTHENTICITY

Honest
Transparent
Consistent

SELF-DISCIPLINE

Committed
Accountable
Self-motivated

PASSION

Supportive
Challenging
Enthusiastic

INNOVATION

Humble
Courageous
Resilient

RESPECT

Inclusive
Diverse
Collaborative

EMPATHY

Reflective
Considerate
Responsible

Our Curriculum Intent

To educate, enrich and enlighten.

Engendering in our students a love of learning and a passion for the subject.
Equipping our students with the qualifications, knowledge and skills to flourish in their aspirational next step.
Empowering our students with the confidence to live authentically and the courage to shape a better future.

Our Vision, Mission and Values

The visual to the left summarises our vision and mission, and our values and behaviours as a College. Our staff team exemplify these in all aspects of their work, and they form a key part of our appraisal and performance management processes. Over time you will see and experience these values and behaviours in action.

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.

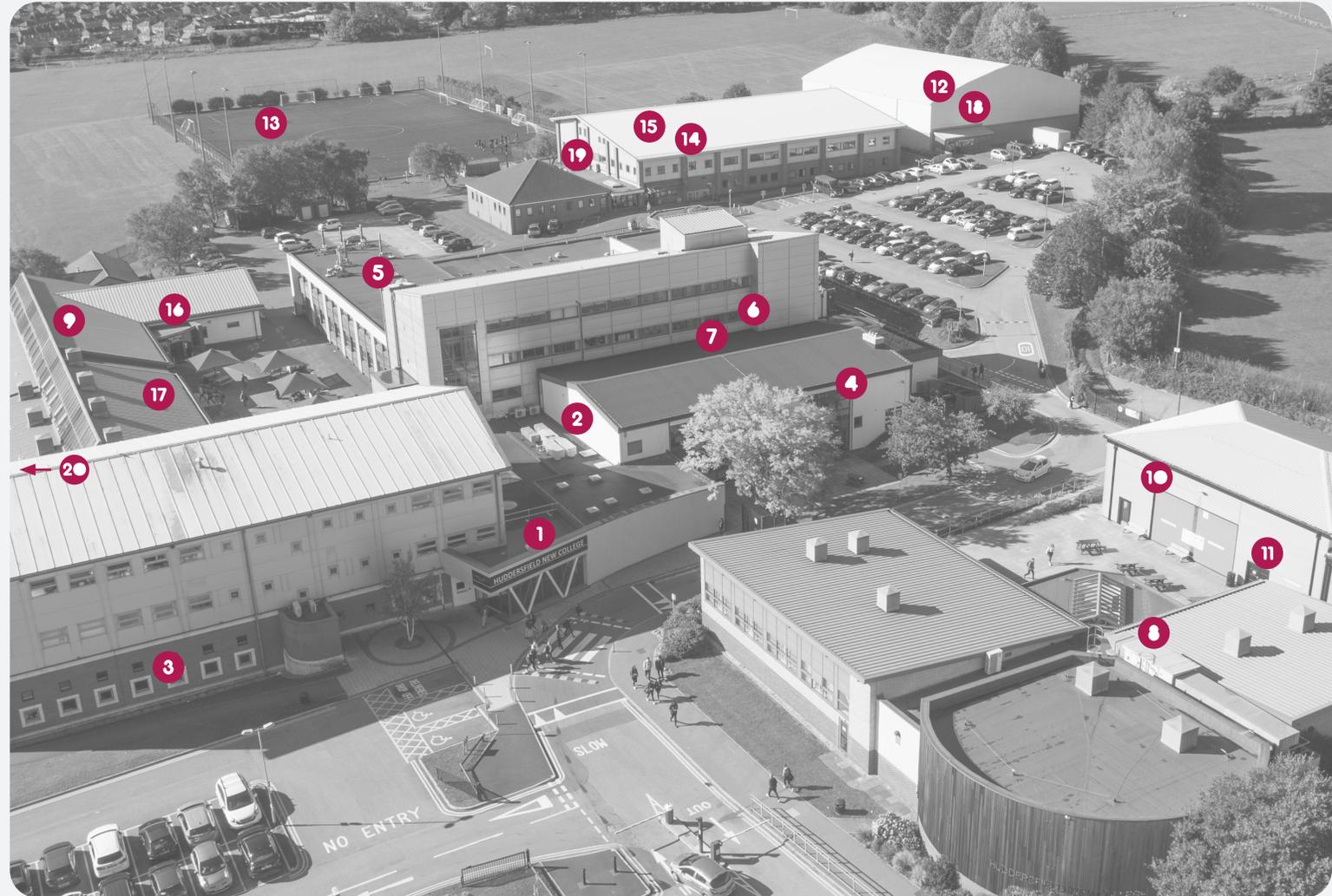
Our pastoral provision is exceptional. All students are assigned a Progress Tutor, and the team work closely with curriculum staff to ensure that students succeed and meet our high expectations. Procedures are in place to ensure that achievement or behaviour concerns are identified, with in house support including a Student Wellbeing team. 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, events and an online portal which allows them to log in to keep up to date with progress.



The Campus and teaching facilities

- 1 Reception
- 2 Student Wellbeing Centre
- 3 Learning Support Centre
- 4 Learning Resource Centre
- 5 Photography Studio
- 6 Starbucks Café
- 7 The Junction
- 8 Dance Studio
- 9 Media Editing Suite
- 10 Boilerhouse Theatre
- 11 Music Studios and rehearsal rooms
- 12 Sports Barn
- 13 3G Sports Pitch
- 14 Sports Hall
- 15 Sports Physiotherapy Laboratory
- 16 Costa Café
- 17 Art Studio
- 18 Indoor Cricket lanes
- 19 Fitness Suite
- 20 Faith and Contemplation Centre



The Campus and teaching facilities

Our facilities support a life-changing experience for our students through facilitating high quality 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 2023 we will be increasing student capacity via a brand new modular building.

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 Wellbeing Room for staff.



Being a HNC colleague

HNC is genuinely a supportive and welcoming place to work. Our staff love to work at HNC. We understand that happy, healthy staff are ones who will excel in their work. Working at a College can be 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**

- **Ample free onsite parking, and a pleasant working environment**

- **Onsite catering**

- **Pension schemes for teaching and operations staff**

- **Eye care scheme**

- **Occupational Health support**

- **Flu Jab Scheme**

- **Enhanced Maternity, Paternity and Adoption pay**

- **Personal and professional development opportunities. We have an extensive CPD programme for both teaching and operations staff**

- **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>





Job Description

Job title	Finance Manager
Job reference	FIN08
Team	The post holder will be a member of the Finance team
Reports to	Chief finance Officer
Remuneration	Band 9 range 24 - 26 of the NJC pay spine for Support
Terms and conditions	Operations staff

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.

Line management and quality responsibilities

- Line management of teams, in accordance with HNC policies and procedures
- Responsible for the self-assessment and quality improvement priorities for area of direct responsibility

College Accounts

- Support the Chief Finance Officer with the preparation of monthly management accounts, ensuring that all month end procedures are completed correctly and on-time
- Process invoice payments to suppliers and arrange for the electronic transfer of funds by BACs
- Ensure that all incoming funds (including those received via the on-line payment portal, WisePay) are recognised and accounted for correctly
- Manage the process for raising invoices for taxi transport and SEN funding
- Ensure that petty cash, credit card and payment card transactions (SOLDO) are processed and accounted for correctly
- Ensure that all College bank accounts are reconciled at the end of each accounting period
- Contribute to the annual audit of accounts and assist with the production of the College Statutory Accounts
- Complete and submit financial and other returns
- Provide information, training, guidance and support on procurement and budget management to budget holders/college managers
- Establish and maintain financial records for accounting and audit purposes
- Contribute to the implementation of audit recommendations
- Ensure relevant financial records are kept, reducing paper-based records wherever possible
- Lead on the development of financial processes and systems

Payroll

- Ensure staffing changes (new starters, contract variations, leavers etc.) and all gross monthly salaries are recorded accurately on SAGE Payroll
- Prepare payment schedules to ensure staff are paid via BACs on the 21st of each month



Job Description

- Calculate monthly pension, HMRC, court order and other amounts to be paid over and submit to the appropriate organisation by the relevant deadline
- Assist with the reconciliation of all payroll control Accounts in Sage 200
- Ensure the year end Payroll process is completed effectively and produce on-line payslips, P60s and P45s
- Produce, check, and save monthly payroll reports and forward to the Chief Finance Officer for authorisation
- Prepare and post the monthly payroll journal ensuring all expenditure and payments are reflected accurately within the Nominal Ledger
- Monitor and action pension and payroll enquiries
- Maintain payroll and pension payment records for audit purposes
- Assist with the completion of the Teacher's Pension Scheme return in accordance with statutory timelines and employer requirements

Student Finance

- Ensure that trips and visits are set up in WisePay and accounted correctly for in Sage 200
- Lead on the management of the 16-19 Bursary Scheme for students
- Ensure the bursary assessment, processing and payment tasks are completed in line with published scheme
- Inform the Student Services team of new bursary student acceptances
- Create bursary payment files and pass to the Chief Finance Officer for approval
- Forward any Bursary Appeals to the Executive Assistant for determination
- Process 'Hardship Fund' payments to students following assessment by the Executive Assistant
- Lead on the processing of bus pass applications and support the provision of travel information and advice to students and parents/carers as required
- Lead on the promotion of the College's financial services and systems (e.g. WisePay) to students and parents/carers, as appropriate

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
- 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
Education and qualifications			
Financial qualification e.g. AAT with relevant experience	•		Application
Part or fully qualified CCAB accountant (e.g. CIPFA, ACA, or CIMA)		•	Application
Experience			
Experience of producing monthly management accounts and period end accounting processes	•		Application
Experience of the preparation of statutory accounts and involvement in external audit processes	•		Application
Experience of implementing financial systems and good knowledge of financial controls	•		Application
Experience of managing and inspiring a team to success	•		Application
Experience of developing partnerships and relationships with key stakeholders	•		Application
Previous experience of an educational environment	•		Application
Previous experience of successfully leading self-assessment and quality assurance processes		•	Application
Skills and knowledge			
Excellent interpersonal (verbal, non-verbal) and written communication skills	•		Interview
Proficient and confident to use Microsoft Office Package	•		Interview
Good working knowledge of principles and methods of financial management and control	•		Interview
Ability to use accounting systems	•		Interview
Knowledge of regulations and statutory requirements in relation to College funding and accountability	•		Interview
Experience of successfully managing and implementing change	•		Interview
Initiative and the ability to prioritise workload and that of others to meet deadlines	•		Interview
Personal qualities			
Commitment to HNC vision, mission, values and culture	•		Interview
Commitment and suitability to the safeguarding of young people	•		Interview References Enhanced DBS Clearance
High level of emotional awareness, with the humility to be honestly self-reflective	•		Interview
Hard-working, self-motivated and proactive, with a high level of personal initiative	•		Interview
Commitment to collaborative working, empowering others to be successful in their roles	•		Interview