



Application & Recruitment Information



Dear Applicant

We are delighted that you are considering applying to join our fantastic team of staff here at Bolton Sixth Form College!

About us

The College occupies a Town Centre location providing easy access to the excellent North West motorway infrastructure and good public transport links with the rail station and bus interchange being within a few minutes' walk of the college. Also available are the amenities of a vibrant and developing Town Centre which has embarked on a long term and ambitious regeneration plan (Vision 2030) to attract business and investment to the Borough, match workforce skills with modern opportunities and employment and build on the towns current assets to further develop a vibrant and exciting place to live, work and study.

Bolton Sixth Form College is one of the highest performing colleges in the North West of England. We are a focused, highly ambitious community in which staff and students treat one another with care and respect, combining traditional values of discipline and good manners with contemporary best practice in teaching and technology. With a college roll of around 1580 students there are plans for further expansion due to the College's success, growing reputation and increased applications.

Ofsted

The college experienced an excellent inspection in May 2017 which strengthened its 'Good' Ofsted grading with observations of high quality educational provision and high levels of student attendance and motivation. To maintain the support and ongoing success of our student outcomes, we have a relentless focus on continuing to improve the quality of teaching, learning and assessment and we have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to the high quality provision that our staff offer is what makes our College so successful.



Curriculum

The curriculum offered is predominantly Level 3 provision of A Levels and Vocational A Level programmes with around 95% of students studying at Advanced Level.

Each year around 75% of student's progress to university and this commitment to a truly comprehensive ideal characterises the College. To support this progress to Higher Education the Honours Programme is unique to Bolton Sixth Form College and offers our students a distinctive set of opportunities for academic achievement and personal development designed to give them the competitive edge they need when applying for the highest quality courses and the most prestigious universities in the country. As a result of this additional support, our alumni includes students who have progressed to many of the UK's top universities including Oxford and Durham.

Academies in Theatre, Sport and Science further enhance studies and help develop essential skills associated with each discipline. The College has partnerships with Bolton Cricket League supported by the Lancashire Cricket Board and we also work in association with the Octagon Theatre Bolton which is a highly respected regional theatre currently undergoing a redevelopment programme to ensure its ongoing provision of quality productions and accessibility for all.

Raising Aspirations Youth Programme

As well as providing a range of opportunities for those students enrolled at the college, as part of our strategy on inclusion and working in the wider community we have fantastic links with local secondary schools offering taster days and workshops to Year 10/11 pupils who may be undecided or unaware of their future opportunities to continue their studies. There is also an established and extremely successful RAY programme (Raising Aspirations in Youth) which is designed to equip more able Year 9 and 10 pupils with the necessary skills to excel in their studies and this is led by our dedicated staff with sessions, events and workshops held regularly on college premises.

With a collective focus on ensuring that every student achieves their personal best, the College aims to create a culture and ethos which promotes initiative, curiosity, confidence and independence in all our learners. This aim is supported by the many college wide activities and events that all students participate in and which supports experiences of the world of work, offers opportunities to debate topical subjects and encourages students to come together to raise money and awareness for the many local and national charity events that take place throughout the year.

Bolton Sixth Form College is a wonderful place to work and we welcome applications from those who share our vision and drive for excellence as we aspire to provide outstanding care, outstanding education and outstanding opportunities.



What our staff say about us:

'I have worked at Bolton Sixth Form College for almost 13 years and in that time I have been encourage to flourish and grow professionally. Through excellent management and the provision of extensive opportunities, I have been able to realise and reach my careers aspirations in a very supportive and caring environment.'

'Bolton Sixth Form College have provided support and access to a range of professional development opportunities and training that I have used to develop my pedagogical knowledge and practice as well as my leadership skills. Good collaboration and sharing good practice amongst the teaching staff allow new approaches to be tried in the classroom and autonomy is seen to be important in teacher development.'

'As a teacher at Bolton Sixth Form College for over 20 years, I have found the staff and management to be a highly supportive team, encouraging in terms of personal development and determined to invest in you as an employee. There is a culture of support, continual improvement and a dynamic Senior Management Team who are people focused. You will excel in your teaching and you will be supported in achieving outstanding result through excellent training and development opportunities.'

'Bolton Sixth Form College is a fantastic please to work. I joined 4 years ago as a NQT and I received all the necessary support and opportunities for development which allowed me to focus on what I enjoy most – Teaching!'



Making an Application

All applications must be made on the college's application form (Teaching Staff or Support Staff) – CV's will not be considered. These guidance notes have been prepared to help you in your application. Please read them carefully before completing your application. All application forms must be received by the specified closing date / time for the posts. Any applications received after this may not be considered. Please note the college will not accept any responsibility for application forms that have not arrived due to being incorrectly addressed or had insufficient postage applied.

The Job Description and the Person Specification describe the duties and responsibilities of the job and the qualifications, skills, knowledge and experience required to do the job. You are advised to read both documents along with any other information provided prior to completing the application form.

References

In order to support the selection process, two references are sought for shortlisted applicants. You are therefore asked to provide the names and addresses of two referees, one of whom must be your present or most recent employer (please provide company contact addresses only). If you have never worked you should identify two referees who are able to tell us about your skills, knowledge and abilities e.g. University or College Mentor or Voluntary Work Organiser.

Equal Opportunities

Please complete the EO monitoring form and return it with your application. This does not form part of your application, but helps us in developing our approach to equal opportunities and ensure we are meeting our public sector duties in regards to monitoring our recruitment processes. Reasonable adjustments will be discussed with shortlisted candidates notifying the college of their needs arising from a disability.

Shortlisting

If you are shortlisted you will be contacted by telephone and /or email inviting you for an interview. It is NOT our policy to acknowledge applications or to contact candidates if they have not been shortlisted. No discourtesy is meant by this. You will appreciate that our resources are channelled into student care and provision as much as possible.



Interview Assessments

As part of the selection process, the college may choose to use assessment exercises as well as interviewing candidates. The exercises will be relevant and appropriate to the post in question and all short listed candidates for each post will undertake the same assessments. The purpose of using additional assessment methods is to obtain more information about the abilities of each candidate. They also offer candidates the opportunity to display their skills in a wider variety of ways than at an interview alone. The range of methods may include a micro teach, work related presentation and computer skills testing among others.

Offer of Employment

Applicants should be aware that if they are successful in gaining employment with the College, the offer of employment will be subject to medical clearance, clearance from the Disclosure and Barring Service and references that must be to the satisfaction of the College. To meet the requirement of the appropriate legislation you may be required to provide proof of the right to work in the UK. Other conditions of employment may include requirements such as providing proof of qualifications. The offer letter will indicate what conditions apply and if appropriate any other arrangements.

Car Parking

If you are invited to interview, please be advised that the College does not have on site car parking facilities at the Town Centre Campus. There is a N.C.P. located within the immediate vicinity – Deane Road Car Park BL3 5DX.

Please note – Parking costs are not refunded from the College

Other car parking facilities are available within the town centre area. Please go to www.carparkfinderapp.co.uk/car_parks_in_bolton

Contract and Salary

The contract is as advised by the Sixth Form Colleges Employers' Forum and agreed with Trade Unions. Salary will be assessed, according to qualifications and experience on the Sixth Form College Teachers Salary Scale and the Support Staff Salary Scale.



Interview Documentation

In order to comply with the legal requirements surrounding the employment framework, all candidates invited to an interview are requested to bring with them the following documentation to fulfil the criteria specified:

Disclosure & Barring Service

All posts at Bolton Sixth Form College are subject to satisfactory clearance from the Disclosure & Barring Service. The Disclosure and Barring Service (DBS) helps organisations identify candidates who may be unsuitable for certain work, particularly work involving contact with children or vulnerable adults, by providing access to criminal record information.

Bolton Sixth Form College engage the services of Bolton Council as an umbrella body to process DBS applications online via an 'e-bulk' system with software provider CBS Ltd, who are an accredited e-broker with the DBS. Data is processed to the highest security and confidentiality standards and only those people with a genuine reason to process personal and sensitive data for reasons of recruitment will have access to it. Transfer of personal data will only occur electronically in accordance with the standards set out in, and required by, the Ministry of Justice Code of Connection for this system.

If you already have a DBS certificate and **ARE** registered with the Update Service then please bring to interview your current certificate and approved ID which is a valid passport, an original birth certificate, a biometric residency permit or a current UK drivers licence. Proof of your current address will also be required and this should be evidenced on an approved financial / social history document such as a bank statement, mortgage statement, utility bill, council bill or benefit statement. All documents must be the latest date received and all must be original from the provider and not downloaded from the internet where you may hold an online account.

If you **ARE NOT** registered with the Update Service a new application will be made for the successful applicant via the e-bulk system outlined above. Acceptable ID for this is a valid passport, an original birth certificate, a biometric residency permit and a current UK driver's licence. Proof of your current address is also required and this should be evidenced as outlined above.



The College Funding Agreement requires annual background checks on all staff and this is achieved by asking all our staff to register for the DBS Update Service on receipt of a newly issued DBS certificate. The College will fund the initial DBS request, however, once this is complete, individuals are asked to register for the Update Service at a personal cost to themselves. This is currently £13.00 per year.

Please note – all offers of employment remain subject to satisfactory clearance from the Disclosure and Barring Service.

Right to work in the UK

All candidates attending for interview are requested to provide evidence of their right to work in the UK.

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act), section 24B of the Immigration Act 1971, and Schedule 6 of the Immigration Act 2016.

For most people, showing their passport is the easiest way to confirm their right.

If you are an EU, EEA or Swiss citizen, you can continue to use your passport or national identity card to prove you can work in the UK until 31st December 2020. There will be no change to the rights and status of EU citizens currently living in the UK until 30th June 2021 or 31st December 2020 if the UK leaves the EU without a deal. If you have a Registration Certificate or Document Certifying Permanent Residence issued by the Home Office then this should also be provided.

If you are a non EU national then bring your current passport plus your current Biometric Residence Permit. If you don't have a Biometric Residence Permit, your passport should contain a visa confirming that you have permission to work in the UK.

If you don't have a passport then please provide a birth or adoption certificate issued in the UK, together with an official document giving your permanent National Insurance number and name issued by a Government agency or a previous employer.

If you have changed your name since your passport or ID card was issued please bring documentation (e.g. marriage / divorce certificate) to support this.



If you are unsure whether or not you currently have the right to work in the UK, please use the Government's online tool to check at <https://www.gov.uk/legal-right-work-uk>

Qualifications

The College requires documentary evidence of your qualifications as outlined on your application form and this should be in the form of the original certificates.

Privacy Notice

Bolton Sixth Form College is registered as a data controller with the Information Commissioner's Office for the purposes of the Data Protection Act 1998 and is committed to ensuring that the personal data of its applicants, students, alumni and staff is handled in accordance with the principles set out in the Act.

Processing Personal Data

We need to process data in order to consider your application and, if appropriate, your appointment.

In some cases, we need to process data to ensure that we are complying with the College's legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

The College has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

The College may process special categories of data, such as information about ethnic origin, or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is within context of the College's commitment to equality and diversity as well as its public duty under the Equality Act.

We treat your personal information with confidentiality and we do not use it for any other purposes. We have internal policies and controls in place to ensure that your data is not



lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

If your application for employment is unsuccessful, the College will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be retained during your employment and for a period after the end of that employment, in accordance with our retention policy.

