

# A MESSAGE FROM THE PRINCIPAL

Welcome and thank you for your interest in Winstanley College.

We are really proud of our college – our students, our staff and everything that we achieve together. We are an award-winning college with a national reputation for excellence and for supporting our students to achieve outstanding results. Our students progress onto top universities, prestigious apprenticeships and rewarding careers.

We work hard to achieve our success and are interested in recruiting staff who are passionate about helping young people to succeed and who want to make a difference. We will do our best to support you as a hard working professional, to be the best you can be and so the College offers a range of professional development opportunities and training. Our staff and students enjoy working in a supportive environment, they benefit from both excellent facilities and good terms and conditions of employment.

We are delighted you are considering joining our team.

*Hovise Tipping*



## Background information

Winstanley College is a large sixth form college specialising in level 3 programmes and offering A levels and some vocational qualifications. We have retained our Ofsted 'outstanding' rating since 2000 and the College has an excellent reputation for academic achievement, comprehensive pastoral care and extensive enrichment.

## Mission

To achieve academic excellence in a supportive and inspiring learning community



# Strategic Objectives

1. To deliver the highest quality educational provision, outstanding guidance and support.
2. To manage the College's finances, estates and resources effectively to achieve best value and the best possible experience for students.
3. To safeguard and promote the health, safety and positive well-being of all who study and work at the College.

4. To promote, support and celebrate equality and diversity.
5. To enhance the student experience with outstanding extra-curricular provision.
6. To raise the aspirations of students to reach the best possible destination they can.

7. To ensure our staff have the opportunity to develop as outstanding professionals.
8. To develop strong and productive links with schools, universities, employers and other stakeholders.
9. To be a learning organisation where self-review and evaluation are integral to continuous improvement.

## Application and Selection Procedures

Winstanley College is committed to safeguarding and protecting the young people that we work with. As such, all posts are subject to the 'Safer Recruitment' process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the College.

We ensure that the recruitment process is fair to all applicants and meets the College's commitment to equal opportunities, which is why we ask all applicants to complete an Equal Opportunities Monitoring form so we have information about ethnic origin, gender, age, sexual orientation, marriage and civil partnership, religion and disability.



## Application process

All vacancies that are advertised externally are advertised on our careers site. Each vacancy will consist of a job advert, role specification and person specification, providing candidates with all the information they require in order to apply for the role. Our online application form will be used to apply for all roles on our careers site.

## Shortlisting

Once the vacancy has closed, a shortlisting panel will individually assess all applications against the agreed criteria on the Person Specification.



## Interviews

Shortlisted candidates will be invited to interview (via email), providing them with the date, time, location and a brief overview of the interview selection process. At this point candidates will also be given the opportunity to provide details of any disabilities they have, which may mean that special arrangements are needed for the interview. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

References will be requested prior to interview; you must provide two referees covering minimum of a 3-year period. The referees should be from your current and most recent employer. All references are authenticated to ensure their validity.

Candidates will be required to bring the following documents to interview with them;

- > Photo ID (Passport, Driving Licence)
- > Proof of National Insurance Number (e.g. Card, Wage Slip, P60)
- > Qualifications
- > Proof of address (e.g. Utility bill, Bank Statement, P60)
- > Self-disclosure form (in a sealed envelope).



## Appointment and pre-employment checks

When a candidate is successfully appointed they will receive a conditional offer of employment subject to satisfactory pre-employment checks, including enhanced Disclosure and Barring Service with a children's barred list check, medical clearance, references, qualifications and prohibition check (for teaching staff only).

## Disability Confident

Winstanley College is a member of the Disability Confident Scheme and as such follows these 5 commitments;

- Ensuring the recruitment process is inclusive and accessible,
- Communicating and promoting vacancies using the Disability Confident badge,
- Offering interviews to disabled people who meet all of the essential criteria,



- Providing reasonable adjustments to ensure disabled workers are not disadvantaged when applying for or doing their jobs,
- Supporting existing employees with a disability or long term health condition to remain in the workplace.

## Data Protection

Please see the recruitment privacy notice (included in all job advertisements) which informs prospective employees of Winstanley College about what we do with your personal information.

If you have any questions about any vacancies at Winstanley College, please do not hesitate to contact the HR Department on **01695 626 678** or **hr@winstanley.ac.uk**





## winstanley college

 **Phone:**

01695-633244

 **Fax:**

01695-633409

 **Address:**

Winstanley College, Winstanley Road,  
Wigan, WN5 7XF

 **Email:** [hr@winstanley.ac.uk](mailto:hr@winstanley.ac.uk)

 **Facebook:** <https://www.facebook.com/WinstanleyCollege>

 **Twitter:** <https://twitter.com/winstanleycoll>

 **Linked In:**

<https://www.linkedin.com/school/winstanley-college/>

 **Instagram:**

<https://www.instagram.com/winstanleycollege/>