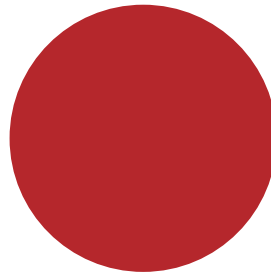
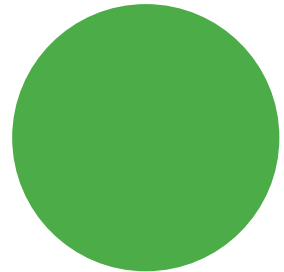
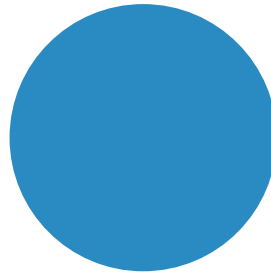
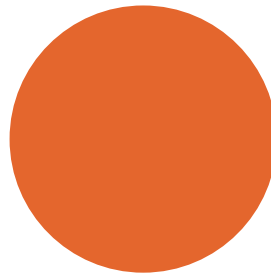


...inspire and empower people to create and take opportunities to enrich lives through learning.

SALFORD CITY COLLEGE

Staff Recruitment Pack



Welcome to Salford City College

Thank you for enquiring about a job with Salford City College.

This booklet is designed to give you an idea of what it is like to work for us, and to help you decide if we are the employer for you.

Salford City College consists of 4 main centres: Eccles Sixth Form Centre, Pendleton Sixth Form Centre, Walkden Sixth Form Centre and City Campus Skills Centre. In addition the college offers provision to employers through Trinity Business Training. The standard of the teaching is confirmed by the long standing excellent A-Level and vocational results which, since Salford City College was formed, have been 99% A-Level pass rate and 100% advanced vocational pass rate.

Each of the college centres are slightly different in terms of the size and the curriculum that they offer. Each has its own specialism, this being: Pendleton Sixth Form Centre, Creative and Visual Arts; Eccles Sixth Form Centre, Maths and Science; Walkden Sixth Form Centre, Health and Office Skills; and City Campus Skills Centre being Construction and ESOL. Whilst specialising, each centre still offers the broad range of core curriculum. Each centre has fantastic facilities that, across the centres, includes state of the art learning resource centres, well fitted classrooms with interactive whiteboards, dining facilities, sports halls, two theatres and locally-based staff workrooms.

The college is proud to hold the prestigious Beacon Status and has been graded 'good' by Ofsted in the latest inspection in May 2010. Specific quotes from the inspection include "Salford City College is a good college with outstanding capacity to improve" and "the college has established a culture of high aspirations of students' achievement". The college was established as a general further education college in January 2009 following the merger of the three Salford colleges.

The college's provision covers all 15 subject areas, is the third largest sixth-form college in the North West, has a £42m annual turnover, employs over 1200 staff and is proud to hold the Silver Award in Investors in People (IIP).

The work culture at the college is friendly and supportive with an 'unofficial' social scene as well as social events that are organised by the college.

For more information on Salford City College and its centres please visit the college website www.salfordcitycollege.ac.uk. We look forward to welcoming you.



Martin Sim, Principal/Chief Executive



Our ambitious mission is to “inspire and empower people to create and take opportunities to enrich lives through learning”.

We will do this by harnessing community pride, loyalty and enterprise to embrace learning as the key to opportunity and enrichment.

Underpinning this vision will be a strong sense of team spirit at all levels – staff, students, parents, employers and politicians will exploit opportunities to work together to achieve their goals and enrich the overall quality of life in the city.

The college is characterised by:

- a focus on learners
- transparency
- integrity
- respect
- innovation
- social responsibility
- inclusivity
- unconditional pursuit of excellence
- leading by example
- partnership and collaboration
- celebrating diversity

If you:

- are committed to continuous improvement
- are positive in outlook, with a ‘can-do’ mentality
- a team player
- genuinely like and care about young people and adult learners
- are committed to social and educational inclusion
- value diversity
- are energetic and hardworking
- want to make a real difference to people’s lives

...then you are probably just what we are looking for!

Good luck with your application.

Specifically, we will:

- Proactively promote learning opportunities available at both the college and its partner providers.
- Strive to respond to the demands of individual learners, employees, employers and national priorities by developing a wide range of flexible delivery options.
- Constantly seek to improve and provide learning experiences of outstanding quality.

About the College

Across our centres, the college offers a wide range of courses including A-Levels, vocational; entry level to level 4 provision. We have a dedicated business centre, and deliver adult learning, leisure learning, personal community and development courses and ESOL provision.

Whether just starting your career or seeking progression, Salford City College offers you a tremendous opportunity.

Our students are at the centre of everything we do and every decision we take. The purpose of managers at the college is always to support teaching and learning. We invest heavily in development activities and our leaders, at all levels, are "inspirational".

Our staff focus their activities on those things which impact on student success.

In our annual staff surveys, the college is always rated as an excellent place to work and the college holds Investor in People Status.

The Locality

The college has several centres situated in Salford (which is immediately adjacent to the City of Manchester) and around the Greater Manchester area including the following:

College Centres

- Frontier House
Frontier House, Merchants Quay,
Salford, M50 3SR
- Eccles Sixth Form Centre
Chatsworth Road, Eccles, M30 9FJ
- Pendleton Sixth Form Centre
Dronfield Road, Salford, M6 7FR
- Walkden Sixth Form Centre
Walkden Road, Worsley, M28 7QD
- City Campus Skills Centre
Lissadel Street, Salford, M6 6AP
- De La Salle Centre
Weaste Lane, Salford, M6 8QS
- Little Hulton Skill Centre
28/40 Hulton District Centre,
Little Hulton, M28 0AU
- Winton Skill Centre
1 Dounby Avenue, Eccles, M30 8QQ

Business Centre

- Trinity Business Training
Frontier House, Merchants Quay, Salford, M50 3SR

Salford offers a range of housing prices to suit all requirements from cheap starter homes/flats to luxurious dwellings. Rented accommodation is also readily available.

Within the city there is the famous Lowry Centre and several parks and golf courses. Just a few hundred yards from the boundary lies Manchester city centre, with its theatres, event arenas, bars and shops including the Trafford Centre complex.

If you are interested in sport, Manchester United, Manchester City, Salford Reds and Sale Sharks are within easy reach, as is Old Trafford – the home of Lancashire County Cricket Club.

Manchester is at the centre of a range of travel networks with three mainline stations and an international airport. The M6, M61, M62 are all linked by the M60 ring road.

Benefits of Working for Salford City College

Training

To assist our staff with achieving their work goals, we offer a full induction programme for new recruits. Dependent upon the role for which you are applying, this programme covers all aspects of working within an education setting.

In addition there is continuous on the job training and guidance given as well as regular supervision meetings and annual appraisals.

Teaching staff are also involved in local training and Continuing Personal Development sessions with both teaching and support staff involved in networking groups with other colleges.

Holidays

Teachers receive holiday entitlement in line with the SFCF (Sixth Form Colleges Forum) teacher's contract. Holiday entitlement for support staff is 32 days (plus 8 bank holidays) and for managers it is 40 days (plus 8 bank holidays).

Pension Schemes

Both teaching and support staff are automatically entered into pension schemes. As a member of the GMPF you will contribute at least 5.5% of your salary and for those within the teachers pension scheme (TPS) you will contribute 6.4%.

Whilst information is sent as part of your offer pack, further details on these schemes can be found on www.gmpf.org.uk or www.teacherspensions.co.uk.

Conditions of Service

Salford City College, although a tertiary/FE college, offers conditions of service which mirror those of sixth form colleges. Staff enjoy what are usually regarded as the best conditions of service in the sector.

Support Staff

- Regular supervision and appraisals
- Access to the Greater Manchester Pension Fund
- On-site car parking
- Competitive salaries based on nationally agreed pay scales
- Good working environment
- Generous holiday entitlement
- Access to learning opportunities

Teaching Staff

- 1265 hours per year “directed time”
- Usual class contact – 23 hours per week for 36 weeks.
- Salaries in-line with schools, including Professional Standards Payments (PSP)
- On-site car parking
- Good working environment
- Access to learning opportunities

On-site Car Parking

We provide car parking at all of our centres.

Pay Scales

Competitive rates of pay based on the national pay scale for Sixth Form Colleges, which covers both teaching and support staff.

Health Care

There is an on-site gym at the Pendleton Centre, Walkden Centre and City Campus Skills Centre for staff to use. Exercise sessions are run at different centres for staff to participate in. There is also the opportunity to join HealthSure and eye care tests and vouchers are provided free through Specsavers.

Work-life Balance

Consideration will be given to applicants requesting to work on a reduced hours or job share scheme. Requests from support staff for term-time only roles will be looked into on an individual basis.

Refreshments

There are catering facilities available at all our centres along with staff kitchen areas and vending machines.

Travelling to Salford City College Centres

Salford City College & Trinity Business Training

Frontier House, Merchants Quay, Salford, M50 3SR

Frontier House is situated in Salford Quays on the outskirts of Manchester city centre.

Car

Staff and visitors are asked to park at the Copthorne Hotel (Clippers Quay, Salford

Quays, M50 3SN) displaying a Salford City College parking permit (visitors will be emailed the permit beforehand). The Copthorne Hotel is next door to Frontier House. At the top of the Copthorne car park, there is gateway that leads directly to Frontier House.

Train

There are many stations in the area including Piccadilly*, Victoria*, Oxford Road and Salford Crescent train stations. From each station,

a bus or tram would be required, to reach Frontier House .

*Metrolink Terminal

Metrolink

Salford Quay metro stop is a 5 minute walk away.

Bus

Buses numbers: 51A, 53, 71, 73, 69,70, 71, 73 and 294.

City Campus Skills Centre

Lissadel Street, Salford, M6 6AP

City Campus Skills Centre is situated in Broughton, just 2 miles from Manchester city centre.

Car

A free car park is available.

Train

Salford Crescent Station is a 5 minute walk away.

Bus

Bus numbers: B10, 27, 31, 51, 52, 53, 55, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 95, 100 and M10.

De La Salle Centre

Weaste Lane, Salford, M6 8QS

De La Salle Centre is situated in Salford, 3 miles from Manchester city centre.

Car

A free car park is available.

Train

Salford Crescent train station is a 15 minute walk away or 5 minutes travel by bus.

Bus

Bus stops for numbers: 8, 12, 28, 30, 31, 35, 36, 38, 39, 67, 68, 74 and 100 are a few minutes walk away.

Bus stops for numbers: 10, M10, 11, 21, 25, 26, 29, 37, 51, 52, 55, 64, 65, 70, 71, 72, 73 and 92 are less than 15 minutes walk away.

Eccles Sixth Form Centre

Chatsworth Road, Eccles, M30 9FJ

Eccles Sixth Form Centre is situated in Eccles, 4 miles from Manchester city centre.

Car

A free car park is available.

Train

Eccles Sixth Form Centre is located approximately 10 - 15 minutes walk from Eccles train station.

Metrolink

The Eccles metrolink tram stop is approximately 10 minutes walk from the centre.

Bus

Bus numbers: 22, 55, 69, 70, 755, 965, 966, 992, 993, 994, 995, 996 and T9.

Pendleton Sixth Form Centre

Dronfield Road, Salford, M6 7FR

Pendleton Sixth Form Centre is situated in Salford, 3 miles from Manchester city centre.

Car

A free car park is available.

Train

Salford Crescent train station is a 15 minute walk away or 5 minutes travel by bus.

Bus

Bus numbers: 8, 12, 28, 30, 31, 35, 36, 38, 39, 67, 68, 74 and 100 are a few minutes walk away.

Bus numbers: 10, M10, 11, 21, 25, 26, 29, 37, 51, 52, 55, 64, 65, 70, 71, 72, 73 and 92 are less than 15 minutes walk away.

Walkden Sixth Form Centre

Walkden Road, Worsley, M28 7QD

Walkden Sixth Form Centre is situated in Walkden, approximately 7 miles from Manchester city centre.

Car

A free car park is available.

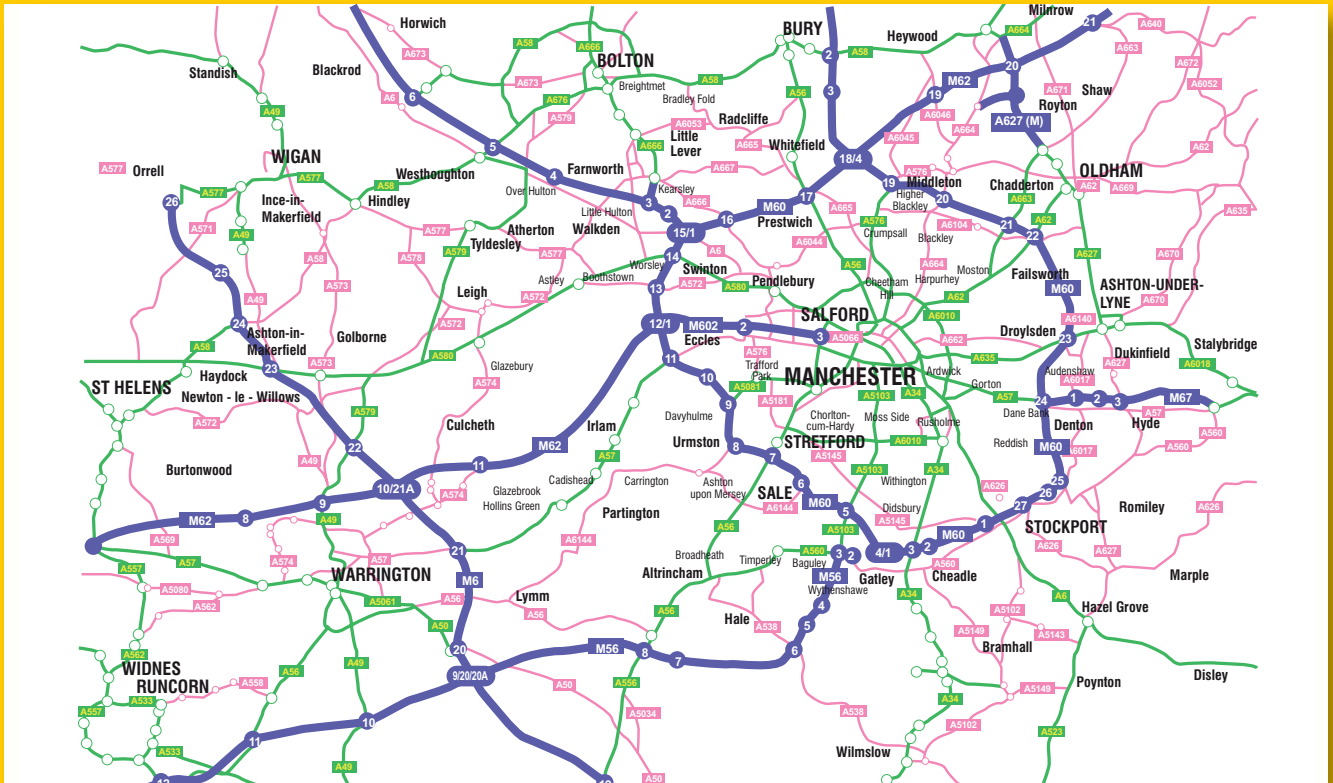
Train

Walkden Station is only 2 minutes walk from the centre.

Bus

Bus numbers: 12, 31, 36, 38, 39, 293, 550, 551, 553, 654, 514 and 554.

Salford City College is located in Salford in the county of Greater Manchester.



Salford City College centres are located in Salford



Conditions

Proof of your eligibility to live and work in the United Kingdom

Under the Asylum and Immigration Act 1996 (Section 8) it is a criminal offence for an employer to employ someone who is not entitled to live and work in the United Kingdom. Guidance from the Home Office suggests that employers should ask all new employees, irrespective of their nationality, to provide documentary evidence of their eligibility for work.

In order to establish that you are eligible to work in the United Kingdom proof of identity is required, you should provide this identification to support your CRB form should you be appointed, details on the pieces of identification will be provided in your offer pack. If you have or need a work permit then you should discuss this with a member of the Human Resources Department.

Criminal Records Bureau Check

Within our offers of employment your appointment is subject to a check through the Criminal Records Bureau (CRB) of any previous criminal convictions, including those which would normally be regarded as 'spent'. A copy of the College Policy Statement on employing staff with criminal convictions and storing of information obtained from the CRB is detailed below.

SALFORD CITY COLLEGE POLICY STATEMENT ON EMPLOYMENT OF A PERSON WITH A CRIMINAL RECORD

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicant's suitability for positions of trust, Salford City College complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Salford City College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Salford City College and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows the college to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Salford City College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstance and background of your offences.

SALFORD CITY COLLEGE SECURITY POLICY ON CRIMINAL RECORDS INFORMATION

General Principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Salford City College complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage & Access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those about whom Disclosure or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights individual subject before doing this. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack.) We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.

However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, then name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.



www.salfordcitycollege.ac.uk

City Campus Skills Centre

Lissadel Street, Salford M6 6AP

De La Salle Centre

Weaste Lane, Salford, M6 8QS

Eccles Sixth Form Centre

Chatsworth Road, Eccles, M30 9FJ

Pendleton Sixth Form Centre

Dronfield Road, Salford M6 7FR

Walkden Sixth Form Centre

Walkden Road, Worsley M28 7QD

Trinity Business Training

Frontier House, Merchants Quay, Salford, M50 3SR

www.salfordcitycollege.ac.uk

Tel: 0161 631 5000

Email: centad@salfordcc.ac.uk



INVESTORS
IN PEOPLE | Silver



All information correct at time of going to print.