



Recruitment Information Pack

Learning Support Assistant

Closing Date: 6th September 2024

Learning Support Assistant

Part time/Full time – hours negotiable

Fixed term up to 11th July 2025, term-time only (39 weeks per year)

Band 3 of Sixth Form Colleges Association, point 7 - £23,585 pro rata per annum

To start September 2024

Varndean College is a thriving and successful sixth form college with an excellent reputation for high outcomes, providing an inspirational student experience and adding value to all of our community. Based in the city of Brighton and Hove we transform lives through exceptional education. We are proud of our dynamic culture, inclusivity and reputation as trailblazers.

We are looking for driven and enthusiastic staff to join our Additional Support Department as Learning Support Assistants on a fixed term basis initially. You will have excellent communication and listening skills, experience of working with or caring for young people in an educational setting and a clear understanding of the particular needs of students aged 16 – 19.

We can offer:

- A supportive, communicative and consultative working environment.
- A commitment to the on-going professional development of our staff.
- The opportunity to join our Corporate Memberships to Freedom Leisure or the Brighton Gym, use of the College Fitness Suite and a Cycle to Work Scheme.
- A salary sacrifice Techscheme.
- The use of an Employee Assistance programme offering unlimited 24/7 support on a range of topics, issues and matters.
- Discounts on Adult Education Courses run by the College.
- Annual health screenings, flu shots and free eye tests, and free exercise/well-being classes.
- Access to Staff Welfare services on a referral basis.
- Free use of College Library resources.
- Regular staff social events throughout the year.

To Apply:

Please complete an application form outlining how you meet the criteria listed in the job description and person specification for the role. Completed applications should be forward to recruitment@varndean.ac.uk by closing date shown.

Suitable candidates may be invited to interview prior to the closing date and we reserve the right to close the vacancy early should sufficient applications be received.

Closing date: Friday 6th September 2024

Job Description

| | |
|------------------------|---|
| Job Title: | Learning Support Assistant |
| Department: | Additional Support Department |
| Grade: | SFCA support staff spine - Band 3, point 7 - £23,585 pro rata per annum |
| Hours: | Part/Full time applications welcome, term time only |
| Responsible to: | Head of Learning Support |
| Contract: | Fixed Term up to 11 th July 2025 |
| To Start: | September 2024 |

This job description complements that relating specifically to the post and Conditions of Service as laid down in SFCA Support Staff Handbook. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirement and priorities within the College.

Additional Support Department

Additional Support at Varndean College is a large vibrant department. The team support students individually in 1-to-1 meetings, in small groups and in class. Our students have issues ranging from dyslexia, dyspraxia and literacy difficulties through to more complex learning needs. We have a number of students on the autistic spectrum, some of whom require more intensive support. We also have students who need help with the physical aspects of their studies, such as note-taking and organisation, as well as those who need help to access their curriculum. We also support students who are anxious, in distress or have mental health issues.

The successful candidate will work as part of a very committed and innovative team. This particular role involves working with students with complex learning needs to help them develop strategies to manage their College work. The ethos of our Additional Support team is that the student is supported rather than support being based in a particular subject area.

Main Purpose of Role:

To work under the instruction/guidance of the teaching staff and SENCO, Learning Support Coordinator, Inclusion Coordinator and Wellbeing Coordinator to undertake work to enable access to learning for students. Work may be carried out in the classroom or outside the main teaching area in the Additional Support Department.

Key Duties & Responsibilities

1. Support for students

- Supervise and provide individualised support for students, including those with learning, physical and wellbeing needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour plans and programmes
- Establish constructive and appropriately bounded relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the tutor
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance of the tutor
- Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes
- Cover timetables of absent LSAs when student support is prioritised
- Complete administrative duties pertaining to student support and the Additional Support department. Management of personal timetable, ensuring it is kept up to date at all times. Keeping accurate records of the support received by students and their progress made. Reporting on the progress made by students
- Communicate with support agencies to enable holistic support to students, as requested by management
- Preparing and developing resources for learning / wellbeing activities
- To support students with their transition into college and their progression after college
- To support students towards meeting the objectives and outcomes in their Education, Health and Care Plan and keep detailed records of the strategies and provision put into place to meet these objectives and outcomes
- To offer remote support where appropriate
- Maintain a clean, safe and tidy learning environment
- To interview prospective SEND students and create records accordingly on the College system
- To invigilate and provide exam support when necessary

- Support across the curriculum with specific focus on GCSE English and Maths.
- Leading in the delivery of group work to small groups of students
- Plan, prepare and deliver learning to individuals and small groups and adapting activities to advance students' learning as necessary
- Attend and participate in daily morning briefings, weekly meetings, training and events, to maximise the development of the department
- Plan and implement strategies to support students in their social development and their emotional wellbeing, following the college's policy on reporting and safeguarding as necessary
- Attendance and supervision of the Wellbeing area / social group at lunchtimes as per the rota
- Escort students between lessons and around the college as required
- Support and work with students with complex needs and behaviours. The ability to keep calm and proactive when working with students with complex needs and behaviours.
- Support students to maintain the college's behaviour policy
- Advocate for students when needed
- Promote Student independence using the strategies set out in their support plans
- Support students with their preparation for adulthood
- Support students outside of lessons when they have needed to use their timeout card.

2 Support for tutors

- Create and maintain a purposeful, orderly, and supportive environment in accordance with lesson plans
- Use strategies, in liaison with the tutor, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Deliver profile meetings to teachers that outline the needs and provision of students
- Provide detailed and regular feedback to tutors on students' achievement, progress, problems etc
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take the responsibility for their own behaviour
- Establish constructive relationships with parents/carers

- Administer routine tests and invigilate exams which, by negotiation may sometimes be outside your normal hours of work
- Provide clerical/admin support, e.g. photocopying, typing, filing

3 Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Prepare equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use
- Support the teacher to differentiate learning materials and activities in line with the needs of the student

4 Support for the additional support department and the College

- Be aware of and comply with policies and procedures relating to safeguarding and the welfare of students, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Promote the College's equal opportunities and diversity policy and support difference and ensure students have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times where necessary, including break and lunchtime
- Accompany teaching staff and students on trips, visits and out of college activities as required
- Attend Open Evenings as required, for which you will be gain time off in lieu
- To support other college events such as results day and enrolment week, for which you will gain time off in lieu
- Maintain records of activities undertaken
- Keep accurate and up to date records in accordance with the College systems and policies. Provide ongoing evidence in relation to the students EHCP.

- Support colleagues throughout college and within the department, for example the supported study department
- Establish relationships with other professionals or agencies to support work of students and liaising with parents and external agencies in person, phone and email as necessary, as requested by management.
- Assisting in the support of the whole department administration tasks
- Work as part of a large and vibrant team, demonstrating enthusiasm and creating a positive working atmosphere.
- To be flexible and respond to changes that support the student and the college.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post
- Undertake such other duties as the Principal may request within reason

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the grading of the post.

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Person Specification

Job Title: Learning Support Assistant

| | Essential | Desirable |
|---|---|---|
| Education, Qualifications and Training | <ul style="list-style-type: none"> • A good standard of education to level 3 or above • GCSE or equivalent in English and Mathematics | <ul style="list-style-type: none"> • NVQ Level 2 for Teaching Assistants or equivalent • Educated to degree level |
| Relevant Experience | <ul style="list-style-type: none"> • Experience of working with or caring for young people in 16-18-year age range • Experience in the effective use of ICT to support learning | <ul style="list-style-type: none"> • Teaching experience or previous experience as a Teaching Assistant • Experience of working with young people with complex needs and behaviours |
| Knowledge, Skills and Competencies | <ul style="list-style-type: none"> • Ability to demonstrate active listening skills and effective communication skills • Ability to establish positive relationships with students and empathise with their needs • Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs • Ability to keep accurate records of student progress • Ability to work effectively and supportively as a member of the team • Ability to be flexible and to respond to last minute changes to timetable and support priorities • Ability to use good IT skills to complete administrative tasks. | <ul style="list-style-type: none"> • Awareness of SEN Code of Practice • Knowledge of issues relevant to education and disability |
| Personal Qualities | <ul style="list-style-type: none"> • Willingness to participate in further training and development opportunities offered by the College • Willingness to maintain confidentiality on all student and College matters | |

| | | |
|---------------------------|---|--|
| Other requirements | <ul style="list-style-type: none">• Enthusiasm for working with young people• An understanding of safeguarding and child protection issues• Commitment to continuing professional development | <ul style="list-style-type: none">• Ability to be flexible |
|---------------------------|---|--|

Varndean College has a commitment to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service (DBS). Please note, candidates' suitability to work with children and young people will be explored at interview.

General Terms and Conditions of Employment - Learning Support Assistant

1. Contract

Successful candidates will be offered a fixed term support staff contract of employment.

2. Working hours/working weeks

We are looking for part/full time LSAs (negotiable). Working times are:

Mon: 8.30-5.05 (7 hours 25 minutes)
Tues: 8.30-4.10 (6 hours 20 minutes)
Weds: 8.30-5.05 (7 hours 25 minutes)
Thurs: 8.30-4.10 (6 hours 20 minutes)
Friday: 8.30-4.10 (6 hours 20 minutes)

Note – total hours include 30 minutes paid break a day - to account for admin, meetings with teachers etc. This is ten minutes at lunch and 5 minutes for morning and afternoon break, plus ten minutes in the morning to prepare for the day. This equals 30 minutes daily which is additional to the timetable.

3. Salary

This post is paid at Band 3, point 7 of the Sixth Form College Association pay spine, currently £23,585 pro rata per annum. Salaries are paid monthly by BACS payment on the last working day of the month.

4. Annual leave

Term time members of staff are paid their leave entitlement as salary in addition to their working weeks. This postholder will work for 39 weeks and will be paid for 44.6 weeks. This is based on an annual leave entitlement of 24 days holiday, plus 3 extra days at Christmas and 8 bank holidays (pro rata for part-time staff).

5. Pension Entitlement

All employees automatically become members of the Local Government Pension Scheme unless they decide to opt out. Members of the scheme are required to contribute a percentage of their pensionable pay, according to their salary. Varndean College will make a further contribution of 19.8% of the pensionable pay.

6. Probation

Confirmation of your appointment will be subject to satisfactory completion of a period of induction of 6 months. During this period, you will be expected to establish your suitability for the appointment.

7. Notice Period

You are entitled to 1 week notice for employment under 2 years and thereafter 1 week notice for each year of continuous employment up to 12 years. You are required to give 1 month notice. In the summer term, the minimum notice period for termination of employment contract for both the employee and the College will be two months.

8. Pre-employment Checks

This appointment is subject to satisfactory references, an enhanced DBS, health clearance, evidence of right to work in the UK and presentation of original qualification certificates (where required).

9. Protection of Children and Vulnerable Adults

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The nature of this post requires the College to undertake an enhanced DBS check on the appointed candidate for any convictions which make it undesirable for the candidate to undertake this post.

Under the terms of the check you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the rehabilitation of Offenders Act 1974.

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Varndean
College Brighton & Hove

STRATEGIC PLAN 2022- 2025

OUR MISSION

Varndean College will **transform the lives** of our students and our community **through** our provision of **exceptional education.**



OUR VALUES



OUR MISSION

TO
TRANSFORM
THE
LIVES
OF OUR STUDENTS
AND OUR COMMUNITY
THROUGH
OUR PROVISION OF
**EXCEPTIONAL
EDUCATION**

- We inspire **academic excellence**, high expectations and a thirst for knowledge, developing a curiosity and passion for lifelong learning.
- We have a **dynamic culture** which engages staff and students, celebrates achievement, encourages innovation, and strives for continual improvement.
- We enable **true social mobility** for all student groups providing the environment, support and opportunities that every student needs to succeed in order to narrow gaps within society.
- **Equality and diversity** is at the heart of all we do. We promote understanding and respect for different cultures and communities, in college, locally and globally.
- We provide excellent opportunities for **enrichment, well-being and pastoral support** so that we build resilient, happy and successful students who flourish in life.
- **Environmental sustainability** is at our core, we are committed to carbon literacy, becoming carbon neutral and developing our estate as an area of biodiversity.
- We believe in **inspirational governance, leadership and management** and invest in our staff, empowering a confident, diverse and energised workforce.
- We responsibly use public funds and provide **value for money** to safeguard the financial stability of the College to bring maximum benefit to our local community.



Our Students are **at the heart of all we do.**

We will provide an exceptional student experience and preparation for life so that all of our students flourish at college maximising opportunities for their future employment, education and lives.





OUR PILLARS

Environmental Sustainability

We will be a leading college in sustainability, becoming carbon neutral by 2030. We will conserve natural resources to protect the global ecosystem and will develop our estate as an area of biodiversity. We will develop our curriculum so that all students are carbon literate.

Our Curriculum

We will provide an innovative, aspirational and inclusive curriculum which promotes the value of learning, fosters curiosity and knowledge and enables all students to achieve excellence. We will deliver provision which enables the ambitions of our students and responds to individual and local needs.

Global Citizenship

We will develop our students to be citizens of the world through opportunities to work alongside those from different backgrounds, including our international student community. We will develop students' personal and employability skills, to fully prepare them for their future careers and education.





OUR PILLARS

Community & Partnerships

We will lead and be renowned for partnership work and collaboration that increases the educational and employment opportunities for different groups of students, and helps our College community to grow and thrive. Through these relationships we will support adults and 16-19 year olds to progress into technical training, apprenticeships, employment and higher education.





OUR FOUNDATIONS

Our Staff

We will value and empower our greatest resource, our staff, so that they benefit from a purposeful, supportive and kind workplace and community, which strives for excellence, ensuring student success and serving the wider community.

Financial Sustainability

We will secure the future of the college, its students, staff and estate through excellent financial and resource management to enable an exceptional student experience, a happy, secure and consistent workplace and a growing and thriving community asset.



KEY PERFORMANCE INDICATORS

| Area | Key Performance Indicator | Evidence | When and where will this be reported? |
|---|--|--|---|
| Strategic Objective 1: Student experience Accountability: Vice Principal (Students) | Attendance is consistently above national averages | Attendance is 92% or above | College Corporation termly. |
| | Over 90% of students are very satisfied with their experience | Student Survey results | College Corporation. Annually, Summer Term |
| | The College achieves all the Gatsby Benchmarks for effective careers education. | Annual Report measuring progress against the Benchmarks. | College Corporation. Annually, Spring Term |
| | 90% of students access work experience or employer interactions | Careers data | College Corporation. Annually, Spring Term |
| | 80% of university applicants (through UCAS) are successful in securing a place. | UCAS placement report | College Corporation. Annually, Autumn Term |
| | Students go on to positive destinations | The college scores above average in HESA survey, Retention and Destination surveys are positive. Progression from level 2 - level 3 | College Corporation. Annually, Summer/ Autumn Term |
| | College will be graded Outstanding in next inspection | Ofsted Report | College Corporation |
| Strategic Objective 2: Environmental Sustainability Accountability: Principal | The college will be a leading college on AOC roadmap | Progression will be demonstrated on the AOC roadmap to Sustainability | College Corporation. Annually, Summer Term |
| | Carbon literacy qualification will be embedded across the college | Participation rates for Carbon Literacy project across college | College Corporation. Annually, Summer Term |
| | Reduced carbon footprint | Carbon footprint data | College Corporation. Annually, Summer Term |
| | The estate develops in its biodiversity and ecology | The estates report | College Corporation. Annually, Summer Term |
| Strategic Objective 3: Curriculum Accountability: Deputy Principal | Overall achievement rate is consistently above national averages. | National Achievement Rate Tables. | College Corporation. Annually, Autumn Term, Spring term |
| | Retention rates are consistently above national averages | Pre-census- census retention data In-year subject retention data. Retention rate year 1 to year 2 data End of course retention data | College Corporation. Annually, Autumn Term, Spring term |
| | All Students make positive progress and more than expected of them at level 3 | Value added data ALPS above 3 | College Corporation. Annually, Autumn Term, Spring term |
| | Teaching and learning consistently is consistently of good quality | Quality cycle Learning walks and lesson observations | College Corporation. Annually, Autumn Term |
| | All curriculum areas to have appropriate routes to higher education in place for students internally or externally | Course reviews SAR | College Corporation. Annually, Autumn Term |
| | Student enrolment increases by at least 5% year on year | Enrolment data | College Corporation. Annually, Autumn Term |

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|--|--|--|---|
| Strategic Objective 4: Global Citizenship Accountability: Vice Principal- (Students) | Close gaps in achievement rates for each Equality and Diversity measure to within two percentage points. | Actual achievement rates, in year tracking data (Autumn and Spring) EDI report | College Corporation. Annually, Autumn Term |
| | 90% of students show measurable improvement in their soft skills over a year of study (including confidence). | Student careers survey | College Corporation. Annually, Summer Term |
| | 90% of Yr1 students engage and participate in enrichment, community projects or global experience/ international exchange provision | Enrichment report | College Corporation. Annually, Summer Term |
| | Satisfaction rates from student groups are positive from all groups | EDI report | College Corporation. Annually, Autumn Term |
| | Students' views reflect an understanding of and valuing of citizenship | Tutorial survey | College Corporation. Annually, Summer Term |
| Strategic Objective 5: Community & Partnerships Accountability: Principal | Adult enrolments grow in vocational and skills courses | Funded Adult education enrolment | College Corporation. Annually, Spring Term |
| | Achievement rates for 19+ are above national benchmarks | Achievement rates for adult and community education | College Corporation. Annually, Autumn Term |
| | The college increases its partnerships and engagement | Annual partnership report stakeholder feedback | College Corporation. Annually, Spring Term |
| Strategic Objective 6: Staff Accountability: Principal | Staff turnover and absence rates are well below SFC benchmarks | Staffing data HR report | College Corporation. Annually, Autumn Term |
| | 100% of staff engage in CPD | CPD and appraisal records | College Corporation. Annually, Autumn Term |
| | Staff well being and satisfaction survey demonstrates work satisfaction above other local providers in survey satisfaction increases | Staff focus groups, appraisals and staff surveys indicate high satisfaction | College Corporation. Annually, Summer Term |
| | The college has an improving diversity in its workforce | HR report | College Corporation. Annually, Autumn Term |
| Strategic Objective 7: Financial Sustainability Accountability: Vice Principal (Resources) | College achieves actions in Financial Sustainability Plan | RAG Financial Sustainability Plan | Finance Committee/ College Corporation. Termly |
| | The annual budget is achieved. | Management accounts | Corporation. Annually, autumn term. |
| | Maintain and build positive cash balances. | Management accounts | Finance Committee/ College Corporation. Termly |
| | The college remains at least good for financial health | EFSA bench marks | Finance Committee/ College Corporation. Autumn Term |
| | The Adult Education budget allocation is achieved. | Management Accounts. | Finance Committee/ College Corporation. Autumn Term |
| | Revenue from other non-EFSA sources continues to grow by 15% | Management Accounts. International Report RAG Financial Sustainability Plan | Finance Committee/ College Corporation. Summer Term |
| Improve the College estate through funding and investment in capital buildings and development of a new master plan. | £5million investment Property strategy | Resources committee Corporation. Annually. | |

Guidance Notes for Applicants

Please read these guidance notes carefully before completing your application form, along with the Information about Varndean College, the Equal Opportunities and Recruitment of Ex-Offenders information. You must also read the job description and person specification to help you decide if you are a suitable person for the job.

Application methods

Our application form is available in two formats – Microsoft Word and Adobe PDF. You can download a form from our website or request a copy by emailing hr@varndean.ac.uk or telephoning 01273 546637.

The application form is an important part of the selection process. Please complete it as fully and accurately as possible. Please do not send us your CV.

Completing the application form

The application form should be completed in black ink or type. You are advised to read through each section carefully.

- **Personal Details:** Make sure that your name and address, with your telephone number and email address is legible.
- **Current or Most Recent Employment:** Provide details of your current or most recent employment and briefly describe your key duties and responsibilities.
- **Previous Employment:** Starting with the most recent first, list all the employers you have worked for, providing the period you worked for them, your job title and key responsibilities. If there has been a gap in your employment record please account for this in your application. Continue on a separate sheet if necessary.
- **Education and Training:** Please complete as fully as possible, giving details of all formal qualifications obtained from secondary school onwards.
- **Other training and professional qualifications:** Provide details of any other training or professional qualifications you have gained.
- **Membership of Professional Institutions:** You may be a full or student member of a professional organisation, so please state the membership category. You may also state details of any lapsed membership.
- **Further Supporting Information:** This is the most important part of the application. You should use this section to demonstrate your suitability for the job. Complete this section as fully as possible outlining how your skills, knowledge and experience meet the essential requirements for the job. Read the job description, person specification and the advertisement to make sure you know the type of person we are looking for. Use the criteria in the person specification as headings and give examples of your experience and skills under each heading. You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment. You can supply further information on a separate sheet.

- **References:** Please provide details of two referees, including one from your present or most recent employment. Referees must be people who can comment authoritatively on your personal and professional competence. Referees should not be friends, relatives or immediate colleagues. If you have not been employed before, please give the name of your headteacher, lecturer or similar. *References will only be requested once a preferred candidate has been selected following interview.*

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

- **Disclosure of Criminal Background:** The College is committed to safeguarding and promoting the welfare of children and vulnerable adults, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). Further details are available in the Recruitment of Ex-Offenders policy.

The nature of this post requires the College to undertake an Enhanced DBS check on the appointed candidate for any convictions which make it undesirable for the candidate to undertake this post. This will include details of cautions, reprimands or final warnings, as well as convictions. **Under the terms of the check you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the rehabilitation of Offenders Act 1974.**

Please note that a conviction, bind-over or caution will not automatically disqualify you from employment, but any failure to disclose is likely to result in your dismissal. By signing the application form, you will be acknowledging that you understand that a criminal records check may be made.

- **Declaration:** By signing the declaration on the application form you are giving the College explicit consent to process your personal data. Your consent is conditional upon the College complying with its obligations and duties under the Data Protection Act 1998. If you return the form by email, you are deemed to have accepted the conditions through the act of emailing your application to the College.

Equal Opportunities monitoring form

- Please complete the form in full but do not detach from the application form. This will be done by the HR department on receipt of your application form. This information will not be seen by the shortlisting panel or used for selection purposes. We are keen to maintain our commitment to Equal Opportunities and therefore information on age, gender, race and disability are kept strictly separate from the application form.
- If, as a result of a disability, you need any help with completing your application form you should contact the Human Resources Team on 01273 546637. Equally, if you need special

arrangements to be put in place should you be invited for interview, please indicate this in the relevant section of the application form.

Shortlisting and interviews

In the interests of economy, acknowledgement may not be sent on receipt of completed application forms.

Your application form is an important part of our recruitment process. The information you provide on the form and other supporting information is the only information we will use in deciding whether or not you will be shortlisted for interview. If you do not clearly demonstrate how you meet the essential criteria in the person specification, it is unlikely that you will be shortlisted for interview.

The College has a responsibility to check that all of its employees are entitled to live and work in the UK. All candidates who are invited for interview will be required to bring with them some evidence of their eligibility to work in the UK, ID and address evidence, proof of relevant qualifications and proof of any name changes. Candidates will also be required to produce any relevant examination certificates if a necessary requirement for the post.

Interviews will be conducted by a panel who will ask the same basic set of questions to each candidate, including questions relating specifically to each candidate's suitability to work with children. The interview questions are intended to allow you to expand on your application and to show the panel how closely you meet the requirements of the post. The interviewing panel will assess the candidates using a scoring system and take notes. A record of the assessment is retained.

Any candidate who considers that he or she has been unfairly discriminated against at any stage of the recruitment process by reason of race, colour, nationality, ethnic origin, age, disability, sex, religion or belief, marital status or by any other condition or requirement which cannot be shown to be justified, should submit a complaint in writing to the Chair of the Corporation, at the earliest opportunity.

Contact details

If you require any further details about the application process or our recruitment and selection procedures, please contact:

HR Department
Varndean College
Surrenden Road
Brighton
BN1 6WQ

Tel: 01273 546637

Email: hr@varndean.ac.uk

Web: www.varndean.ac.uk

Equal Opportunities Statement

Varndean College believes in the active promotion of equality and opportunity for all groups and individuals. The College values the rich diversity of all its students and staff.

We want to:

- **eliminate bias and discrimination of any kind**
- **promote equality of opportunity for all**
- **promote harmonious relations between people from diverse groups and backgrounds**

We recognise that bias and discrimination can take place both intentionally and unintentionally. We believe that such discrimination is unacceptable and want to ensure that our policies and practices provide equality of opportunity for all existing or potential staff and students.

If you experience or witness any sort of discrimination, harassment, bullying or disrespect then we need to know.

If you feel that any College policies or practices discriminate against you or others then we also need to know.

You can do this in confidence by:

Talking to a member of staff

Talking to the NUS

Contacting the Equality and Diversity Group via the College Office

Emailing your concern to equal@varndean.ac.uk

Employee Benefits

Pay

Salaries for our jobs are advertised as and when vacancies arise. We feel our salaries are competitive for the sector. Teaching salaries are agreed with the National Joint Council for Sixth Form Colleges Association. Support staff receive an annual increment on their salary each April and Teaching staff receive this in September.

Annual Leave and Christmas Closure

The College offers a minimum of 24 days' annual leave for Support Staff (plus three days at Christmas), with additional leave depending on length of service and grade.

Family friendly policies

We also offer generous parental and special leave, details of which can be provided upon request.

Flexible Working Arrangements

The College will consider applications for flexible working arrangements. As an organisation we aim to help our employees achieve a work life balance, by allowing variations in staff working patterns and hours, wherever is practically possible. Part-time working and homeworking may be considered. We have great IT systems in place to enable our staff to work easily away from the office as and when necessary.

Health & Well Being Staff Welfare & Counselling

We aim to offer support and assistance to staff during times of need. If staff wish to seek confidential advice at any point, they will be able to speak to our HR department. External counselling services can also be provided on request.

Employee Assistance Programme

In partnership with Health Assured the programme gives all our employees, and their family members confidential support, resources and information for personal and work-life issues. These services are provided at no charge. External Counselling services can also be provided on request.

Health Screenings

Various Health Screenings are offered throughout the year, this includes flu vaccinations in November each year, free of charge to staff.

Eye Tests

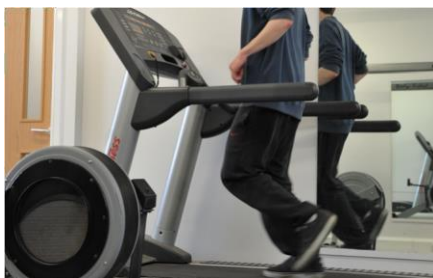
We offer vouchers for staff who regularly use computers for more than one hour at a time and depend on this equipment to do their work. These vouchers are only for use at SpecSavers and are not transferable. The college will pay for the eye test and also contribute up to £25 towards glasses, if required.

College Gym

The new state of the art gym is available for all staff to use. You will need to complete an induction session with a member of the PE department.

Gym Membership

The Gym Brighton London Road offers a discounted Solo Membership monthly rate of £18.99 per month for Varndean College Employees (standard rate £22.99 per month). A standard joining fee of £15.00 applies on initial sign up. We have a discounted corporate membership for Brighton and Hove Sport Complexes. This includes unlimited gym, swimming, exercise classes and health suite at any centre within the Brighton and Hove area. For further details visit [Withdean Sports Complex](#). Staff can also use the college gym equipment free of charge. You will need to complete an induction session with a member of the PE department.



Cycle to Work Scheme

Save 26 - 40% and spread the cost of purchasing a new cycle. Staff are able to purchase a new cycle and/or cycle equipment free of income tax and national insurance contributions through the cycle to work initiative.

Trade Union Membership

The college values the role of trade unions and has good working relations with the three trade union branches represented at the college. Details of the unions and their union reps are detailed below:

- [UNISON](#) - for administrative staff (currently no rep)
- [National Education Union](#) - for teaching staff and learning support assistants (union rep Jason Wye - jdw@varndean.ac.uk)
- [NASUWT](#) - for teaching staff

The unions provide advice and support to members over a wide range of matters such as management issues, relations in the workplace, workload, health and safety etc. There is good co-operation between the unions and they work in partnership with management on all of the major issues affecting staff throughout the college.

There is no obligation on any member of staff to become a member of a union.

College Cafeteria

The College cafeteria is in the Hone Room on the first floor and caters for all students and staff. Its opening hours are 8.30 am to 2.10 pm Monday to Friday during term time. It provides a range of hot meals, salads and snacks. There are also vending machines selling drinks and snacks. A weekly menu is found on the intranet and in the staff bulletin.

Discount on our Adult Education Courses

All staff get 5% discount off the full fee for any of our [Adult Education courses](#). The college offers a broad range of short courses and Saturday workshops, including arts and crafts, music, counselling, yoga and exercise. Please look out for the special discounts (up to 25% off) for a range of courses each term.

The Library

The library is based upstairs in the new Loft along with the Careers Service. It opens from 8.30 am every day and is stocked with over 15,000 books, magazines and periodicals, as well as CDs and DVDs. As a staff member at Varndean College you are automatically a member of the Library and will need to show your ID badge to borrow resources.



Future Planning Pension Scheme Support Staff

All support staff automatically become members of the Local Government Pension Scheme unless they decide to opt out. Members of the scheme are required to contribute a percentage of their pensionable pay, according to their salary. Varndean College will make a further contribution of 19.8% of the pensionable pay.

Teaching Staff

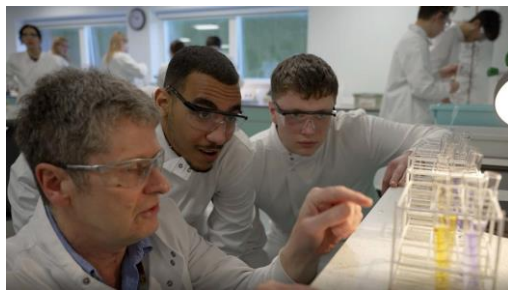
All teaching staff automatically become members of the [Teachers' Pension Scheme](#), unless they decide to opt-out. Members of this scheme are required to contribute between 7.4% and 11.7% of their pay (depending on the salary range) and Varndean college will make a further contribution of 16.48% of the pensionable pay.

Additional Voluntary Contributions (AVC)

Additional voluntary contribution (AVC) allows members of workplace pension schemes to pay extra contributions to build up additional benefits. Employees interested in finding out more about AVC should contact the Payroll Manager.

Learning & Development

The College is committed to the on-going professional development of our staff. Training needs are highlighted through the annual appraisal scheme and development needs are continuously reviewed. As part of this we offer a combination of in house (Staff Development Sessions) and external training opportunities.



What people say about Varndean College

"varndean is my local college and I'd only heard positive comments about its warm inclusive atmosphere and diverse range of subjects."

"It's easy to underestimate the positive impact on your learning - and general wellbeing - of a nice environment. varndean is a friendly place, where people from an eclectic mix of backgrounds, with an even broader range of interests, feel at ease - and that really matters."



"The staff are the most enthusiastic I have ever been taught by and I feel very well supported."

"I had a really rough time in my secondary school. I truly began my education at varndean. I was there for three years and I really wish I could have stayed longer."



"varndean is the most supportive and nurturing FE college in Brighton and we will always sing its praises out loud."

The Area

Varndean College is situated on the northern outskirts of the city of Brighton, a cosmopolitan seaside resort situated on the south coast about an hour south of London by train.

It's a popular destination for holiday makers, day-trips, international students, as well as many national and international conferences. Its broad shingle beach is backed by a lively seafront with Regency-era buildings, the Brighton Pier (originally opened in 1899 but now with many fairground rides, amusement arcades and food kiosks), Brighton Marina as well as the new British Airways i360. Inland, the city is home to the spectacular and majestic Regency palace, The Royal Pavilion, once home to the Prince Regent (George IV).

The town boasts a large indoor shopping centre (Churchill Square) and is also famous for its quaint historic shopping quarter The Lanes, as well as the Bohemian North Laines. Is also known for its nightlife, arts scene, outdoor events (e.g. Veteran Car Run, Brighton Marathon, National Speed Trials) and various festivals, notably The Brighton Festival which takes place throughout May every year. There are a number of theatres hosting touring productions, as well as the 5000-seat venue The Brighton Centre, which hosts a wide range of concerts, an annual ice show, as well as sporting events and major conferences and exhibitions.

On the outskirts of the city are a number of large beautiful parks, namely Stanmer Park and Preston Park, with the South Downs and Devil's Dyke being only a short drive away.

The city is served by two main railway lines, Southern Rail and Thameslink, with direct trains to London Victoria and London Bridge taking just one hour, and is around a 25-minute drive from London Gatwick Airport. There is also an extensive network of local and national bus services serving the city and surrounding districts.

There is a diverse range of housing, from studios and flats in the city centre to flats, terraced, semi-detached and detached properties in the surrounding suburbs. There are a large number of local state-run primary and secondary schools, a range of independent schools, as well as three main state-run sixth form colleges and two universities, Sussex University and Brighton University.



