

Welcome to Bexley College

Dear Enquirer,

Thank you for the interest you have shown in our advertisement for this post. If you wish to apply, please complete our application form and ensure you read the **Guidance Notes**.

You can apply for this vacancy on our website at **www.bexley.ac.uk**. Alternatively, electronic applications can be emailed to **hr@bexley.ac.uk**, and paper copies can be sent to the **Human Resources Department, Bexley College, Tower Road, Belvedere, Kent, DA17 6JA** by 5pm on the closing date.

Due to the large number of applications we receive, we regret that we are unable to acknowledge receipt of your application unless a stamped addressed envelope is sent with the completed form.

If you have not been contacted within three weeks of the closing date, please assume that you have been unsuccessful on this occasion.

We look forward to receiving your application. If you have any questions relating to this role or your application, please do not hesitate to contact me.

Yours sincerely,

Toni Jones
Human Resources Assistant

Phone: 01322 404189

Email: toni.jones@bexley.ac.uk

About Bexley College

Bexley is a general Further Education College serving communities in the London Borough of Bexley and surrounding areas. We work closely in partnership with:-

- Bexley Local Authority
- Local Secondary Schools
- Greenwich University
- Local FE College training providers
- Employers and Sector Skills Councils

The College turnover is around £12m and we provide opportunities for around 3,000 students.

Our Mission

'To provide high quality education and training, in an inclusive and supportive environment, to enable people from within our identified markets to achieve their potential.'

Our Vision

Bexley College will offer a quality of education and skills training which places us in the outstanding category of Colleges.

Our Sites

Tower Road Campus

This is Bexley College's original campus. Students at this campus study one of the following subject areas.

- Access to Higher Education
- Art, Design & Photography
- ICT & Computing
- Hairdressing and Beauty Therapy
- Higher Education
- Foundation Studies
- ESOL (English as a Second Language)
- Health, Social & Childcare
- Media
- Teacher Training



Holly Hill Campus

This is our purpose built Construction campus. This campus opened in 2003 and has great workshop facilities and learning areas. Students at this campus are enrolled on a practical Construction course or study day release to learn their chosen trade.

- Bricklaying
- Carpentry & Joinery
- Domestic – Heating and Ventilation
- Multiskills
- Plumbing
- Electrical Installation



Relocation

Bexley College is planning to move from its existing site on Tower Road in Belvedere to a new state of the art learning facility at Walnut Tree Depot Road in Erith Town Centre by 2014. Our Holly Hill campus will remain.

Welcome from The Principal

Thank you for showing interest in a vacancy at Bexley College. The College was graded as satisfactory at our last inspection in 2009 but with a reviewed focus on learning and teaching, we have made significant improvements since then as we strive to become an outstanding College. We are committed to supporting our staff to develop their potential for their own career development, but also so that they are in the best position to support and challenge our students.



If you believe that you can make a difference so that our students succeed and progress then this is the College for you. I hope that this pack will give you enough information to encourage you to complete your job application. Best wishes and good luck if you decide to make an application.

Danny Ridgeway
Principal and Chief Executive

The Borough

Bexley is in the south-east of the Greater London area where it borders with Kent. The Borough has a five-mile frontage onto the River Thames in the north and spreads southwards for up to seven miles where it meets the London Borough of Bromley. Much of the Borough is residential, having been extensively developed.

The main London-Dover Road (A2) runs west-east through the middle of the Borough and the area has many railway services from north Kent to London. The principal centres in the Borough are Bexleyheath, Crayford, Erith, Sidcup and Welling.

Bexleyheath is the strategic centre, which is in the middle of the Borough, close to the A2, and has been developed as the focal point for shopping, transport and leisure. There is a large Central Library, Sports Centre and a major shopping centre in Bexleyheath.

In addition to a number of other hotels in the area the Marriott Hotel and Holiday Inn at Bexleyheath provide hotel and conference facilities. In addition, the extensive and renowned shopping centres at Lakeside in Essex and Bluewater near Greenhithe are both within easy reach by car and public transport.

A Brief History

The College was opened as a Technical Institute in 1907 and was known as Erith Technical Institute. That Institute grew and developed into a College and just before the Second World War it was recognised by the University of London for an external Degree course in Engineering.

From a full time staff of 12 in 1952 the College has grown to a full/part time staff of around 250 with 3,000 students in attendance on a range of courses.

In 1971 the College moved to new premises in Tower Road. In 1993 the College was incorporated and renamed Bexley College. New workshops providing electrical, plumbing, welding, brickwork and carpentry facilities have recently been provided at the Holly Hill Campus.

Bexley College is the only Further Education College in the London Borough of Bexley and recruits 81% of its students from the postal areas of Bexley, South East London and the surrounding areas of Kent. It is committed to meeting the needs of its community and has a diverse and harmonious mix of staff and students.



Working at the College

As a new member of staff you will join a diverse community of staff and students, drawn from all cultural backgrounds, ages and experiences. The College looks to positively promote equality of opportunity and welcomes applicants from all sections of the community.

Terms & Conditions:

	Teaching Staff	Non-Teaching Staff	Management	Sessional
Annual Leave	40 days + bank holidays and 3 closure days at Christmas	25 days + bank holidays and 3 closure days at Christmas	35 days + bank holidays and 3 closure days at Christmas	Holiday pay is included in the hourly rate.
Pension Scheme	Teachers Pension Scheme between 6.4% and 8.4%	Local Government Scheme between 5.5% and 7.5%	Local Government Scheme between 5.5% and 7.5% or Teachers Pension Scheme between 6.4% and 8.4%	Teachers Pension Scheme between 6.4% and 8.4%
Probation Period	24 teaching weeks	6 months	24 teaching weeks	24 teaching weeks
Working Week	36 hours	36 hours	36 hours	Variable
Teaching Hours	23.5 hours per week for 36 weeks per year	None	None	Variable

NB. Details shown above (apart from Sessional) are for a full time member of staff and would be pro rata for fractional appointments.

Offer of Appointment

All offers of appointment to roles within the College are subject to receipt of satisfactory employment references, verification of qualifications, an enhanced criminal records disclosure, health clearance and verification of the right to work in the United Kingdom. You cannot be appointed unless these documents can be verified.

Criminal Records Disclosure

As an educational institution we are categorised as an exception to the Rehabilitation of Offenders Act 1974 and are entitled to undertake enhanced CRB Disclosures on employees and new recruits.

Salary

Salaries are paid monthly in arrears on the 28th day of each month direct to your bank account. We operate an incremental graded pay structure and salaries are reviewed annually on 1st September.

Trade Unions

You have the right to belong to a trade union or professional association. AMiE, UCU and UNISON are recognised by the College for collective bargaining purposes.

Induction

There is an induction programme for all new starters where detailed information regarding all College policies and procedures are explained to new employees and staff are given the opportunity to meet with managers within the organisation. All new staff have an assigned mentor who will support them to settle into the College and assist with the specific requirements of their job.

Requirement for Teaching Qualification

Teachers employed in a further education institution are required to hold the teaching qualifications prescribed by the Further Education Teachers Qualifications (England) regulations 2001. In addition, all new teaching staff will be required to have registered with the Institute for Learning.

Guidance Notes for Applicants on Completing the Application Form

GENERAL INFORMATION

The following information is designed to help you complete the application form as effectively as possible. If you require assistance in completing the form, or need the form in an alternative format contact HR.

Bexley College understands that our workforce consists of individuals who are unique and different and by harnessing these differences we will create an environment where every individual feels valued and encouraged, where talents are recognised, developed and utilised. This will help us meet our organisational goals. Please read the information pack paying particular attention to the job description and person specification.

SECTION 1 CONTACT DETAILS

Please complete this section fully.

If you are currently working please make sure you indicate if you do not wish to be contacted at work.

SECTION 2 EMPLOYMENT RECORD

Please complete this section in date order, beginning with your most recent job and listing all work undertaken since leaving school / college.

Please continue with this section on a separate sheet if necessary.

SECTION 3 EDUCATION & TRAINING

Please complete this section as fully as possible, we will require evidence

of your highest and / or relevant qualifications before confirming an appointment and may check your qualifications with the relevant awarding body.

Qualifications are not always essential for all posts, you may have undertaken other training that is just as relevant to the post.

SECTION 4 EXPERIENCE & SKILLS

This is the most important section and must be completed fully.

During the short-listing process your skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification.

It is therefore very important that you address all the areas identified in the person specification and give specific examples as to how you meet the selection criteria.

You may have gained relevant experience through paid employment, or voluntary work in the community or in a school environment, etc...

You may find it helpful to do a rough draft first making sure you have covered all the requirements of the person specification.

SECTION 5 REFERENCES

All offers of appointment depend on receiving references satisfactory to the College. You must give two referees that have had managerial / supervisory responsibility for you, one of whom must be your manager with your current / most recent employer.

If you have not worked for some time or have not worked, give the

name of someone who can comment on your ability to do the job.

Further advice on who is suitable as a referee is available from the HR Department. The College reserves the right to ask for substitute referees, if the one you have provided are not deemed to be suitable.

We will specifically enquire if disciplinary action has ever been taken or was pending and details of your sickness record.

You may ask to see these references, however some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released
- or
- your right to know this information and its source outweighs the right to privacy of the third party

SECTION 6 REHABILITATION OF OFFENDERS

Please give details of all past, or pending, cautions or convictions. This includes any spent cautions or convictions under the Rehabilitation of Offenders Act 1974.

All information provided is kept in the strictest confidence and will only be used for the purpose of assessing your suitability for the post you have applied for.

If you have no cautions or convictions, please specify "None."

Guidance Notes for Applicants on Completing the Application Form

SECTION 7 ELIGIBILITY TO WORK

Please complete this section fully, requiring a work permit will not necessarily disqualify you from being appointed to a post. You may be required to produce an original passport at interview to demonstrate your eligibility to work.

SECTION 8 DECLARING AN INTEREST

Failure to disclose an interest will disqualify you from being appointed to a post with Bexley College.

SECTION 9 DATA PROTECTION DECLARATION

Please read this section carefully before signing your application form.

Failure to sign this part of form will disqualify you from being appointed to a post with Bexley College.

PERSONAL DETAILS

In order to make sure that the College's Equal Opportunities policy is working effectively, monitoring information needs to be collected and analysed. This information is confidential and monitored by the HR Department. It will not be used for selection purposes.

ADVERTISING MONITORING

This information is required to ensure that the College can monitor the effectiveness of its recruitment advertising. This information will not be used for selection purposes.

CHECKLIST

- Read through your completed application form carefully making sure you have fully answered all the questions.
- If you have completed separate sheets make sure that these are numbered and clearly marked with your name.
- Keep a copy of your application form for reference.
- Make sure you return the application form in plenty of time before the closing date.

WHAT HAPPENS NEXT

Your completed application form will be used to decide whether or not you are selected for interview.

If you are short-listed, you should hear within 3 weeks of the closing date.

If you do not hear from us within 3 weeks you must assume that you have not been successful.

Regrettably, due to high volume of applications currently being received, we are unable to contact you again unless you are short-listed.

If you need any further information, staff in the HR Department will be able to help you. Please give them your name, the job title and reference number of the job.

Thank you very much for completing your application form. We appreciate the time and effort you have taken to complete your form.

HR SECTION CONTACT DETAILS

HR Department
Bexley College,
Tower Road,
Belvedere,
Kent, DA17 6JA
hr@bexley.ac.uk
01322 442331 ext. 4240
(24 hour answerphone)

Staff Benefits

- Free on-site parking
- Eligibility to join Benenden Healthcare
- Access to Occupational Health & Counselling
- Free access to library
- Staff development opportunities
- Access to Local Government or Teachers Pension Scheme
- £150 voucher for Bexley College courses
- 20% discount voucher for Bexley Adult Education
- Discount on hair & beauty treatments
- On site gym
- Access to NUS Extra card
- Apple Childcare vouchers



Locate us:

Tower Road Campus

Tower Road
Belvedere
Kent
DA17 6JA

Phone: 01322 442331

Holly Hill Campus

Upper Holly Hill Road
Belvedere
Kent
DA17 6HF

Phone: 01322 444902

For more information please visit our website www.bexley.ac.uk

