

THOMAS ROTHERHAM COLLEGE

A tradition of achievement - A future of opportunity

Guidance Notes

Please read these notes carefully before you fill in the application form



Thomas Rotherham College is the only Sixth Form College in Rotherham and the largest single provider of full time general education courses for 16-19 year olds. The college is part of Inspire Trust, which also includes Oakwood High School and Sitwell Junior School. There are currently over 1400 such students currently enrolled at the college and we expect this number to grow steadily over the next few years based on current applications. Over 1300 of these students are following advanced level 3 programmes, the majority at A Level and the rest on Applied General Qualifications. The remaining 100 or so students are on a one-year Level 2 bridging programme and many successfully transfer to our level 3 programmes at the end of the year.

THE COLLEGE'S VISION

Thomas Rotherham College's vision is to be the first choice for students of A level and Applied General qualifications from Rotherham and the surrounding area.

Consistently high-quality teaching alongside a wide choice of courses, extended studies options and enrichment activities develops our students from ambitious teenagers into inspiring young adults.

A welcoming, supportive and safe environment, which celebrates the wide diversity of our community, helps our learners navigate this exciting and challenging time in their lives with confidence.

The college provides the perfect stepping stone between school and university / apprenticeships / work and allows all students to thrive in the knowledge that with dedication and resilience, everyone can succeed and grow.

The College will achieve its vision through:

- A commitment to high quality teaching, learning and assessment.
- Offering the widest range of A level and Applied General qualifications in the area.
- Offering the widest range of extended studies and enrichment options in the area.
- A tutorial programme which challenges and supports students in equal measure, signposting them to the relevant student services they may require.
- Valuing the needs of individuals to help them develop and progress
- Instilling in students a growth mindset which teaches them that all students who engage in lessons, respond to feedback, and put in effort and practice outside of lesson will succeed.
- Encouraging collaboration and teamwork amongst both students and staff to get the best out of everyone.
- Recognising and celebrating the diversity that every individual brings to the college through celebrations, activities, performances and other contributions and ensuring that equality of opportunity is central to all the college's practices, systems and procedures.
- Working in partnership with other colleges, schools, employers, sports and community organisations to further economic prosperity, social inclusion and personal fulfilment in the community.

TRC aims to be a focus for civic pride through the preservation and sensitive development of its Moorgate Road site and through ensuring that its facilities and services are accessible to, and valued by, the people of Rotherham and South Yorkshire

STAFFING AND ORGANISATION

The Senior Leadership Team consists of the Principal, one Deputy Principal and two Assistant Principals with various responsibilities for curriculum, quality, systems, professional development and student support.

The college operates a faculty structure of 8 teaching faculties, each with a dedicated Head of Faculty and an Assistant, overseen by members of the SLT. There is also the Faculty of Learning Support and Student Wellbeing which works across all the courses that we teach. There are cross-college leaders for Tutoring, Applied General and Level 2 as well as Teaching and Learning Coaches to offer continuous professional development and support for colleagues.

Support staff are organised into teams, with close integration between teaching and support staff. All aspects of facilities management, including grounds maintenance, cleaning and catering, are provided in-house.

PREMISES AND RESOURCES

The current college premises occupy an attractive single site on Moorgate Road, which runs south from the town centre. The site is about twenty minutes walk from the transport interchange and central shopping area. The present site on which TRC stands has an historical record for providing education which dates back to 1876. The central section of the imposing main building [Grade 2 listed] was constructed at that time, with further additions in the 1890s, 1960s and considerable development over the past 10-15 years with six new buildings or extensions.

Alongside improvements and extensions to the buildings, we have continued to invest heavily in resources and aim to provide a high-quality experience for our staff and students.

OFSTED

The College's last full Inspection was in January 2018 where it was graded 'Requires Improvement'. Following that report, the college appointed a new Principal and Deputy Principal and the recent Ofsted Monitoring Report (Jan 2018) describes the many of ways in which the college has made progress since the inspection as we look to quickly get back to 'Good'. Our outcomes improved in Summer 2018 and we expect our students to do better still in Summer 2019.

WORKING AT TRC

At TRC we aim to provide an excellent working environment for our students and our staff. The special context of a Sixth Form College, where students from a wide range of previous school and backgrounds come together between the ages of 16-19 to study together, creates a dynamic, exciting and inspirational climate in which both students and staff can develop and grow.

We believe that teamwork is important for staff and as such we have grouped our courses into 8 Faculty areas where staff meet on a weekly basis. These meetings are used to share the best ideas across the college, to contribute suggestions to how we do things better and to help develop consistency in our cross-college practices. We also use this time to update our key assessment data and to reflect on the success of our current strategies, planning and developing new actions when required.

We believe in developing our staff by providing opportunities for both in-house and external professional development for all staff. We are a friendly organisation where staff turnover is low and our staff and students take great pride in our college and our achievements. On a more practical level these are some of the other benefits of working at TRC

Pay and expenses - annual pay awards are made after negotiations at a national level between the Sixth Form Colleges Forum and the recognised unions and are payed at the nationally agreed SFCA pay scale for teachers and support staff, with annual increments until the top of the scale is reached.

Holidays - SFCF conditions for teaching staff are in line with school teachers' entitlement (i.e. 13 weeks in total). All full-time support staff have a generous holiday entitlement, dependent upon grade. The entitlement to holidays increases with service.

Sick Pay – teaching staff are eligible for occupational sick pay up to a maximum of 100 days full pay and 100 days half pay (dependent upon length of service). Support staff are eligible for 6 months full pay and 6 months half pay.

Pension - staff are eligible to join either the Teachers' Pension scheme or the South Yorkshire Pension Authority Pension scheme. Both schemes are contributory, contracted-out, salary-related schemes.

Sports Centre - the college has a sports centre and gym on site which staff can join at reduced rates.

Childcare vouchers - the college allows staff to access childcare vouchers.

Car parking - there is ample free car parking on site.

Smoking - We have a duty to provide a safe working environment. We recognise that both smoking and passive smoking can damage people's health, so we have a no-smoking policy throughout the college site, with the exception of a small outdoor smoking area.

APPLYING FOR A JOB WITH US

EQUALITY AND DIVERSITY MONITORING FORM

In addition to the application form and covering letter, you are also asked to complete an Equality & Diversity monitoring form. This is part of our commitment to applicants that we will do everything that we can to promote opportunities for staff from under-represented groups.

Thomas Rotherham College is an equal opportunities employer and welcomes applications from minority ethnic groups and from applicants with a disability.

As a college, we are committed to developing a diverse staff which reflects the community that we serve. As such, any applicant from an under-represented minority ethnic group who meets the essential criteria for a job will be automatically shortlisted. Equally, any applicant with a recognised disability who meets the essential criteria for a job will be automatically shortlisted.

WHAT HAPPENS NEXT?

We will contact you shortly after the closing date if we want you to come to the selection process. We will notify all unsuccessful applicants by email after shortlisting has taken place.

COMPLAINTS PROCEDURE

If you feel that you have been unfairly discriminated against at any stage of the recruitment and selection process or if you feel that we have not dealt with your application fairly, you should contact the Personnel Office on (01709) 300651. All enquiries will be dealt with in confidence. If you still feel that you have a cause for complaint, you may use our complaints procedure.

FINALLY

If you need any help or advice in applying for a job or filling in the application form, or if you need this document in your language or in alternative formats such as Braille, large print, electronic and audio-tape versions contact us using the details at the bottom of this form.

RECRUITMENT PROCESS

Application - On the closing date for the vacancy the applications and the Equality and Diversity monitoring forms are separated. The applications are passed to the selection panel for consideration and short-listing and the Equality and Diversity monitoring form is retained by the Recruitment Team for monitoring purposes.

Short-listing - Short-listing is carried out by comparing the applications to the Job Description and Person Specification. The strongest applications from candidates who have demonstrated that they meet the requirements of the post are selected. These candidates are then invited for interview.

Interview and Selection - The successful candidates are contacted and invited to interview. The invitation will include details of where and when the interview will take place and state which documents that you must take along. It will also give details of any additional preparation required for the interview.

Offer of Employment - Following the interview, the college will contact the successful candidate to make an offer of employment. The offer will be conditional until all pre-employment checks have been completed satisfactorily. Unsuccessful candidates will also be informed at this time.

Pre-employment checks – Pre-employment checks will take place, which will include:

- Identity checks *
- Checking of references *
- Confirmation of qualifications required for the post *
- Confirmation of eligibility to work in the UK *
- Disclosure of convictions *
- Enhanced DBS (where appropriate to post)

Those indicated * will be carried out at interview. Once pre-employment checks are complete, the candidate will be contacted to confirm the offer of employment and arrange a suitable starting date.

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