



**ST JOHN RIGBY COLLEGE**  
**INFORMATION FOR APPLICANTS**

## **GENERAL BACKGROUND INFORMATION ON THE COLLEGE**

### **HISTORY AND CULTURE**

St John Rigby College is the designated Catholic Sixth Form College for Wigan and West Lancashire. It is a co-educational open-access Sixth Form College and was the first Roman Catholic sixth form college to be established in England in 1972. It takes its name from, and is dedicated to, the memory of a local man who was martyred at Southwark in 1600 and is remembered for his faith, courage and forgiveness.

The College exists to serve the post-16 educational needs of the Catholic community of Wigan and surrounding areas. While the majority of the College's students live within the Metropolitan Borough of Wigan, students travel from a broad area defined by Aughton to Bolton and Euxton to Newton-le-Willows. About 50% of the College's students are Catholic and in recent years a growing number of students from other schools have been attracted to the College's mission and ethos and our inclusive approach to education.

Whilst retaining our Catholic principles, we value our links with all schools in Wigan and the surrounding areas and welcome applications from students of all faiths and religious backgrounds who show respect for our Mission and support the College's Christian ethos

Post-16 provision in Wigan is offered by a variety of institutions including a college of Further Education, 2 sixth form colleges, 3 schools with sixth forms (one of which is an 11-18 Free School) and a University Technical College.

### **VISION, MISSION AND STRATEGIC OBJECTIVES**

#### College Vision

To be an outstanding, inclusive Catholic sixth form college; valuing the individual, celebrating learning and raising aspirations.

#### College Mission

We are a Catholic College dedicated to the education and development of the whole person and supporting all students to realise their full potential. In becoming an outstanding learning organisation SJR will have a strong sense of purpose and a commitment to shared values within a Christian community. We will establish a unique and challenging environment where every individual is valued, talents are recognised and nurtured, achievements are celebrated and dedication is rewarded. To achieve this as a community we will:

- Welcome all students who are happy to be educated within a Christian environment
- Value the uniqueness and dignity of each individual
- Deliver the highest standards of teaching and learning
- All show a commitment to our work and the Christian values of the College
- Provide equality of opportunity, with mutual respect and positive encouragement
- Build and further develop local, national and international partnerships

Core values in daily life at St John Rigby College are expressed as:

- Genuine concern for others
- Support for and challenge of one another
- High standards and expectations
- Consistency and perseverance
- Recognition of talents, progress and achievements

## College Strategic Objectives

1. To embed a learning culture which improves the standards of student achievement, raises aspirations and promotes excellence across the full range of the College curriculum. We will focus on three key areas of outcomes for learners:
  - 1.1 *Improving the consistency of outcomes across all courses*
  - 1.2 *Raising student success rates and challenging all courses to exceed Sixth Form College national benchmarks*
  - 1.3 *Continuing to improve the proportion of students achieving high grades and achieving a positive value added score for all courses.*
2. To widen student participation, in partnership with other providers, through the offer of a comprehensive range of high quality courses that meet the needs of our students and support developments and provision within partner high schools.
3. To work collaboratively with groups within the College's local and extended community.
4. To further develop the estate to provide an outstanding learning environment for the whole College community.
5. To sustain a culture where all staff are committed to SJR's core values, where continuous professional development is encouraged and organisational efficiency and effectiveness are achieved.
6. To maintain the College's financial stability in order to implement the College Development Plan.

## **THE COLLEGE'S PRESENT POSITION**

In February 2017 the College was inspected by Ofsted and received the following grades:

Outcomes for Learners	Outstanding
Quality of teaching, learning and assessment	Outstanding
Effectiveness of leadership and management	Outstanding
Personal development, behaviour and welfare	Outstanding
<b>Overall Effectiveness</b>	<b>Outstanding</b>

The summary of key findings gave the following reasons for the College being outstanding:

- The principal and his leadership team have worked relentlessly to ensure transformational change since the last inspection. As a result, the quality of provision is excellent.
- The Catholic mission and values permeate the college and are highly effective in developing students' positive attitudes to learning. As a result, students have an excellent understanding of life and values in modern Britain.
- Excellent teaching results in a high proportion of students making exceptional progress from their starting points. Consequently, most students achieve, and often exceed, their aspirational target grades.
- Students' achievements are outstanding. Most students, across all levels of learning, make exceptional progress. In a small minority of A-level subjects, students do not achieve the highest grades expected of them.
- Teachers skilfully assess students' starting points and meticulously plan to meet the vast majority of students' needs. Occasionally, teachers' questioning does not probe the understanding of most-able students.
- Outstanding careers guidance helps students to make informed and realistic, yet ambitious, plans to meet their career aspirations.

- Students develop an excellent range of personal, social, moral and independent study skills, which prepare them particularly well for further and higher education, apprenticeships or employment.
- Governors provide high levels of challenge and rigorously hold leaders and managers to account.
- Leaders' and managers' evaluation of the college is incisive. They accurately identify the many strengths and the very few areas for improvement, swiftly implementing highly successful actions to improve further the quality of provision.
- Management of data is outstanding. The college's tracking and monitoring of students' progress are exceptionally strong and effective in enabling any underperformance to be recognised and swiftly tackled.

The areas stated as needing further improvement were:

- Improve high grades in the few A-level subjects where students do not always achieve the high grades expected of them.
- Ensure that the most able students are challenged through insightful questioning to explain their reasoning and thereby deepen their thinking skills.

The College's outstanding work has also been recognised by the Telegraph 'educate' Award as Sixth Form College of the Year 2017, the Educate Award: Most Inspirational 16-18 Education Provider Winner 2017 and was shortlisted for the Times Educational Supplement Sixth Form College of the Year 2017.

## **STUDENT PROFILE**

There are currently 1457 16-18 students (October 2018). The number of students from areas of deprivation has increased in recent years; 31% of students are from postcodes that are classified as deprived, 55% of students are female and, like Wigan and the surrounding area, 97.5% are white. 92% of the students are following level 3 programmes (35% of whom are completing BTEC courses), 6% are following level 2 and the remainder are following our Foundation programme.

## **CURRICULUM**

There is a broad and inclusive curriculum comprising:

- 29 A Level subjects
- 17 BTEC Level 3 programmes (across 8 areas)
- 7 BTEC Level 2 programmes
- 2 GCSE resits (Mathematics and English)
- 1 BTEC Level 1 programme
- 1 BTEC Entry Level programme

All students follow the College's Values for Living programme which provides an opportunity for students to explore a wide range of topics including: the world around; moral and ethical issues; the choices we make in life - while also challenging students to reflect on their own faith and beliefs.

There is a wide range of recreational and subject based enrichment opportunities for students to take part in.

## **CURRICULUM ORGANISATION AND MANAGEMENT**

There are 9 main curriculum departments: English, Performing Arts, Visual Arts, Business, Economics, IT & Computing, Health & Social Care and Foundation Studies, Science, Mathematics, Social Sciences (History, Geography, Government & Politics, Law, Psychology and Sociology) and Religious Studies. Media & Film, MFL, Physical Education and BTEC Sport are managed as separate subject areas.

These departments are divided into one of 3 Divisions managed by an Assistant Principal and two Divisional Leaders. The Assistant Principal and Divisional Leaders report to the Vice Principal (Curriculum & Quality).

The College is committed to a culture of improvement and an open and consultative management style is employed. Revised quality assurance and self assessment procedures have played a major role in identifying strengths, areas for improvement and weaknesses. The College aims to constantly develop teaching and learning by identifying and sharing the good practice that exists across departments and so continue to improve pass rates, high grades and value added performance. By constantly striving to improve individual student performance we seek to enhance the life choices of students, many of whom would not be able to access post 16 education at other institutions.

## **PASTORAL ORGANISATION AND PROGRAMME**

Pastoral care is managed through the Vice Principal (Students), the Assistant Principal (Student Progression) and 2 Senior Tutors who each manage a team of Progress Tutors. The College is moving towards a model of pastoral care being delivered through a team of non-teaching Progress Tutors. The Vice Principal (Students) is the Designated Safeguarding Lead.

The Progress Tutors offer first line student support and challenge. The College Chaplain and College Counsellor provide well-being and welfare support and the Student Liaison Officer also patrols the College site providing security and supervising the student social areas.

The Vice Principal (Students) also has responsibility for additional learning support which is managed by the Learning Support Manager and delivered by a team of specialist Learning Mentors.

A major focus of the Pastoral Programme focusses on careers and progression to H.E. or other F.E. colleges, apprenticeships and employment. The Assistant Principal (Progression) manages the College's Careers Adviser, who in turn manages a number of Career Advisers in a range of local High Schools. The College was pleased that its work in this area was recently recognised by the award of the Matrix Standard.

In addition to progression and careers, the pastoral programme develops student resilience, independent study and the development of transferable skills. It also considers keeping safe, health and welfare and finance.

## **SENIOR STRUCTURE AND ORGANISATION**

The Governing Body has the overall legal, strategic and financial oversight of the College. It consists of 10 Foundation Governors, appointed by the interests of the Trustees; 1 staff governor; 1 parent governor, 1 student governor and the Principal. The Governing Body meets 4 times per year and works through a number of specialist committees to transact the detailed aspects of its business.

The day to day running of the College is the responsibility of the College Management Team consisting of the Principal, the Deputy Principal, 3 Vice Principals (Curriculum and Quality; Students; Staffing and Resources), 2 Assistant Principals (1 Curriculum and 1 Pastoral), Finance Manager, 2 Senior Tutors, the Head of Religious Education, the MIS and Funding Manager, the High School Liaison Manager and the Central Services Manager.

The Human Resources Manager is responsible for staff recruitment and induction, performance management, remuneration and benefits, employment policies and procedures, employee relations, HR data and statistical returns and payroll. The HR Manager reports to the Vice Principal (Staffing and Resources).

## **STAFFING**

The College currently employs 85 teaching staff, together with 80 support staff that include Learning Mentors, administrative, financial, technical, premises, catering, cleaning and grounds maintenance services.

## ACCOMMODATION AND RESOURCES

The College occupies a large and attractive site of 10 hectares in a semi-rural location to the west of Wigan. All classrooms are well maintained and equipped with data projectors, a teacher's desktop computer, speakers and amplifier.

In 2006 the main block (A Block) was re-furbished and extended providing: a bright and quiet Chapel, a central Chaplaincy Office in the heart of the College and a Learning Resource Centre. This extension was officially opened in June 2006 by Cardinal Vincent Nichols, then the Archbishop of Birmingham, now the Archbishop of Westminster and former Chaplain of the College. This main block houses the Science, Mathematics, MFL, Religious Studies and English Departments.

A, thirteen classroom, modular building (B Block) was opened in September 2012 and houses the Social Sciences department. Health & Social Care, Foundation Learning and Creative Arts are accommodated in C Block. Further new buildings opened in September 2013 and 2014 to provide new accommodation for Music and Performing Arts, Sport and PE respectively. Our latest building project opened in November 2015 and provides specialist accommodation for the Business, Economics, IT and Computing Department.

There are 20 computer teaching rooms used by Business, ICT, Media, Health & Social Care, Sports, English, MFL and Learning Support, with bookable laptop facilities for other departmental areas. In addition there are Apple Mac suites for Photography, Graphics and Music. A centrally located 70 computer Open Learning Centre allows drop in use for students and booking for class groups by staff. This area also has an IT help desk to assist students and staff with technical problems. The College has a Wi-Fi network which allows staff and students to bring in their own Wi-Fi enabled devices and there are a number of iPad and tablet devices that can be booked for classroom use. The overall computer: student ratio is 1:3.

There is also a 96 seat theatre with public performance licence.

The College boasts a large, flood-lit synthetic turf pitch and has a well equipped Sports Hall which has facilities for a range of sports including basketball, volleyball, five-a-side football, netball and a range of other team and individual sports. A new fitness suite is also available to students and staff to join.

Teaching staff are located in departmental bases whilst also having access to a Staff Room and have individual access to network based PCs. On-line registers and an online student tracking system give easy access to detailed student attendance, achievement and pastoral information. The IT systems are also accessible to staff from home. A small communal staff room is also available for use and includes IT access.

Student social space has been refurbished and increased in recent years, most recently through a "conservatory extension" to the refectory which opened in February 2015.

## Teaching Staff Conditions of Service

### 1. SALARY

As advertised, payable monthly in arrears by direct credit transfer.

### 2. WORKING TIME

Heads of Department and teaching staff are required to work for 195 days in any year, of which 190 will be days on which teachers are required to teach in addition to carrying out other duties. Within these 195 days, up to the 1265 hours a year will be allocated reasonably to you by the Principal. Details of this directed time will be provided by the Principal.

### 3. PENSION ENTITLEMENT

You will become a member of the Teachers' Pension Scheme, subject to its terms and conditions from time to time in force, unless you choose otherwise. A contracting out certificate is in force for the TPS pension scheme. Should you choose not to join the TPS pension scheme, the College will comply with the employer duties under Part 1 of the Pensions Act 2008 in respect of you and it will automatically enrol or re-enrol you into a pension scheme as and when required by law.

For further information on teachers' pensions please visit their website on [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

### 4. PROBATION

Confirmation of your appointment will be subject to satisfactory completion of an introductory period of 12 months for Teaching Staff or 6 months for Support Staff. During this period you will be expected to establish your suitability for the appointment.

Newly qualified teachers [with PGCE (schools)] may be able to participate in a formal induction period, involving the Local Authority. The College will provide further details of this scheme if appropriate.

## INFORMATION FOR APPLICANTS

St John Rigby College recognises the importance of recruiting the best candidate for each vacancy to enable the College to deliver high quality services and teaching and learning. Candidates will be appointed on merit in accordance with the College's policies of Equal Opportunities and Safeguarding and Child Protection. As a "Two Ticks Symbol" user the College guarantees to interview all applicants with a disability who meet the essential criteria for a vacancy and to consider them on their abilities.

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

## APPLICATION AND SELECTION PROCEDURES

### The Job Description

This provides a full description of the main areas, duties and responsibilities of the job. This list is not exhaustive but provides a summary of what will be expected of the successful applicant.

### The Person Specification

This details the qualifications, experience, skills, knowledge and abilities we are looking for. The person specification is a list of carefully considered and justifiable criteria, based on the job description. This enables the shortlisting panel to assess as objectively as possible, your suitability to be shortlisted for the next stage of the selection process. The person specification is particularly important when completing the additional information, as only applicants who can demonstrate that they meet the criteria given in the person specification will be shortlisted for the next stage of the selection process.

### **Application Form**

Read through all the documents carefully and consider to what extent you have the necessary skills and experience. Think carefully about your experiences. By analysing your present and/or previous jobs and any unpaid work, you may uncover skills that you have taken for granted. You should include any relevant experience gained through your community, voluntary or leisure interests. No guesses or assumptions will be made about your experience or skills. It is therefore essential that you tell us about all your relevant experience and skills.

### **Completing the form**

In the section "Suitability for role" we ask you why you are interested in the role and how you feel you are suited to it with reference to the criteria in the person specification. As well as judging the substance of your response, judgments will also be made about your written communication skills. You must tell us how you meet the criteria listed.

### **References**

Open references or testimonials should not be sent with your application form and will not be accepted. Unless you have indicated otherwise on the application form, if you are shortlisted, references will normally be taken up before interview. Two confidential references will be requested from current and previous employers (or a previous employer in work with children, young people or vulnerable adults). References from relatives or people writing solely in the capacity of friends will not be accepted. References will be held by the Human Resources Manager and only shared with the appointment panel once an initial decision has been made on the suitability and ranking of the interview candidates.

### **Rehabilitation of Offenders Act 1974**

Staff employed by the College are exempt from the provisions of the Act and there is a requirement for applicants to declare all convictions, cautions and bind-overs, including those regarded as 'spent'. Successful applicants (teaching and non-teaching) will have their professional status checked with the General Teaching Council (if applicable) and are subject to police checks on their criminal record(s) and on the Disclosure and Barring Service check. This may not affect shortlisting unless the conviction is serious, but you may be asked about any convictions at interview. Although you may start work pending receipt of these checks, where a successful candidate is found to be on Barred List or the DBS disclosure shows they have been disqualified from working with children by a Court; or an applicant has provided false information in, or in support of, their application, the College will report the facts to the police and/or the DfE Children's Safeguarding Operations Unit and the offer of employment may be withdrawn and employment terminated.

### **Relationship to College Governors/Senior Staff**

You are required to state on your application form whether you are related to either a member of the Board of Governors and/or senior member of staff. We want to ensure that the selection process is not prejudiced in any way. Any deliberate failure to make a disclosure will disqualify you. If it is discovered after appointment, you may be dismissed.

### **Canvassing Members of the College**

Canvassing any member of the College directly or indirectly in connection with an appointment shall disqualify the applicant concerned. This provision does not prevent a member of staff from giving a reference of the candidate's ability, experience or character for submission with an application.

### **Equal Opportunities Monitoring**

All applicants are asked to complete the Equal Opportunities information page, which is attached to your application form. Information on age, ethnic origin, sex, disability religion, sexual orientation and nationality will be collected in order to monitor the numbers of applications from different groups. It will be used only to ensure the effectiveness of our Excellence through Inclusion Policy, in relation to our recruitment and selection of staff. Please note that only total numbers are submitted; individual details are not disclosed at any time and are seen only by the Human Resources Department. The information will not be used for any purposes other than those stated above. It will be treated as confidential and separated from the application form before you are considered for the post.

### **Positive about Disabilities**

We are committed to the employment and career development of people with disabilities. To demonstrate our commitment, we use the “Two Ticks Symbol” which is awarded by the Employment Service. As a symbol user, we guarantee to interview all applicants with a disability who meet essential criteria for the post.

If you have a disability, there are a number of ways in which we can help you if you need it, from giving assistance with completing the application form, making special arrangements if you are invited for an interview, and making adjustments to the job where reasonable.

Please indicate if you have a disability and your requirements on the enclosed Equal Opportunities Monitoring Form or contact a member of the Human Resources department who will be pleased to help you.

### **Shortlisting**

After the closing date, all application forms are assessed carefully by the shortlisting panel. They assess how each person’s skills and experience relate to the essential criteria on the person specification. Applicants who meet these requirements are called for the next stage of the selection process.

### **Interviews**

In addition to your ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the interests of young people and vulnerable adults and your attitude towards our mission and ethos. Therefore you should be prepared to answer questions on both areas.

If you are shortlisted, any relevant issues arising from your references will be taken up at interview. There will be an opportunity for you to ask questions about the job and conditions of service.

### **Data protection**

The College will record the information given for the purposes of recruitment and selection monitoring. The information will be processed for the purpose of HR administration and statistical evaluation only.

### **Contacting candidates**

For practical purposes, successful and unsuccessful candidates may be contacted by e-mail. If an e-mail account is not supplied, contact will be made by post.

If you need advice or assistance in completing the application form or if you have a disability which might present problems for you attending an interview, please contact Yvonne Bimpson, the Human Resources Manager, who will be able to help you. We aim to appoint the best candidate to each post, and to ensure that every applicant is treated fairly, in accordance with our Excellence through Inclusion Safeguarding and Child Protection Policy. The application form plays a crucial part in the selection process.

### **Important Notes:**

- If you fail to address the person specification fully, you are unlikely to be shortlisted.
- You must ensure that your completed application is well organised and clearly presented.
- Curriculum Vitae (CVs) will not be accepted and will be removed prior to shortlisting.
- Incomplete application forms will not be accepted.
- Late application forms will not be accepted.

## Appendix: The Asylum and Immigration Act 1996

For any new member of staff joining St John Rigby Sixth Form College we are required by law to check whether you are entitled to work in the United Kingdom.

To qualify for employment you must be able to produce appropriate documentation if you are invited for interview. Applicants should refer to the up to-date lists of acceptable documents taken from the Home Office guidance “An employer’s guide to acceptable right to work documents” as reproduced below:

List A	
Acceptable documents to establish a continuous statutory excuse	
1	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4	A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
8	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
9	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
10	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B	
Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave	
1	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
Group 2 – Documents where a time-limited statutory excuse lasts for 6 months	
1	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3	A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question

If you are invited to attend for interview for a post at the College, you will be asked to bring the original document, as photocopies are not acceptable. Your document will be photocopied and returned to you immediately. If you are in any doubt about whether your documents qualify you to work in the United Kingdom you should seek help from the local office of the Department for Education or the Citizens Advice Bureau.

St John Rigby College has a strong commitment to equal opportunities. All job applicants, irrespective of race, age, religion or gender, are required to produce the documentation listed above. Please accept our assurance that we do not wish to interfere with your privacy, but are simply following the requirements set down by current legislation.