

## Information for **APPLICANTS**

Please read this leaflet carefully before completing your application form.

# ABOUT THE COLLEGE

Eastleigh College is a General Further Education College serving the local and regional needs of Eastleigh, Winchester, Romsey and other rural areas of mid-Hampshire. The College is situated within walking distance of Eastleigh town centre, which has good transport links to the surrounding areas.

Colleges were created as independent statutory corporations by order of the Secretary of State for Education under the Further and Higher Education Act of 1992. All colleges were established with effect from 01 April 1993, having previously been maintained by the Local Education Authority.

## Our vision is to be

The first choice provider of outstanding support for skills and learning, recognised for its success in inspiring individuals and employers to achieve their potential.

## Our mission is to

- Identify and respond quickly and effectively to the needs of individuals, employers and partners to support the economic development of the region
- Promote a positive and enabling experience for a diverse range of learners
- Continuously develop the quality of the service we provide to maintain best practice and high levels of success
- Provide a wide range of relevant progression opportunities to meet the needs of the communities we serve

## Our values are to

- Create positive and innovative solutions, to meet the skills needs of individuals and employers
- Be committed to continuous improvement - to maintain outstanding customer service
- Collaborate closely with others to provide a more responsive and coherent service for the community we seek to serve
- Work with integrity to deliver what we promise to our customers, colleagues and partners
- Foster a safe and inclusive environment which inspires a lifelong love of learning

The College enrolls approximately 2000 full-time students and approximately 11,000 part-time and evening students. It has 13 outreach centres in the surrounding area. In addition there is a residential unit for students with learning difficulties.

The College service is provided by approximately 600 staff with an annual budget of approximately £12.5 million. The Chief Executive heads the College Senior Management Team, and is assisted by two directors responsible for Teaching and Learning and Resources.

The College runs courses in the following subject areas: Art, Design and Media, Automotive, Beauty, Building Services, Business Administration, Childcare and Education, Computer Science, Construction and Built Environment, Dance, Dental Nursing, Engineering, Floristry, Foundation, Hair, Health and Social Care, Hospitality and Catering, Public Services, Skills for Life, Sport, Travel and Tourism, Apprenticeships and Higher Education.

About 150 staff on the main campus are support staff. They work in a variety of areas that include the following: College Secretariat, Computer Centre, Curriculum Support, Exams, Finance, Health & Safety, Human Resources, IAG & Admissions, Learning Centre, Marketing, Operations, Premises and Estates, Contracts, Reprographics, Schools' Liaison, Student Support Services, Technical areas and Workforce & Business Development. The College Assessment Centre employs Assessors in a wide variety of subjects who work onsite with learners in the workplace.

The College has a board of governors comprising business and community members, staff, the Chief Executive and students with a clerk who works part-time in the College.

## Child Protection Policy Statement

Eastleigh College is committed to safeguarding and promoting the welfare of children and

young people, and expects all staff and volunteers to share this commitment.

## Equal Opportunity and Diversity

The College is committed to pursuing a policy of equality and diversity for all applicants, students and staff. We are continually improving employment practices to ensure all applicants receive full and fair consideration for all types of vacancies, as well as for training, career development and promotion.

## INFORMATION ENCLOSED

### Job Description

The job description gives an outline of the responsibilities and lists the main tasks involved in order to undertake the post successfully.

### Person Specification

Candidates should be able to demonstrate in their application that they meet all of the essential elements. It would be to their advantage if they could also show that they have some or all of the desirable elements.

### Post and Recruitment Details

These outline the general conditions of service and salary applicable to the post. Additional information about the vacancy may also be closed in respect of the section or work area.

# MAKING YOUR APPLICATION

# SUMMARY OF PAY, BENEFITS & CONDITIONS OF SERVICE

## PROCEDURE FOR MAKING YOUR APPLICATION

### Completing the Application Form

Having read the job description and person specification, think carefully about any skills and experience you have that will be relevant to the post. These skills may not always have been gained in employment. Consider all the points on the job description and person specification when replying. Using the key competencies detailed on the job description, provide examples from your past employment or education that demonstrates your use of the competencies highlighted. Please do not send a CV instead of completing all sections of the application form.

The personal information asked for at the end of the application will only be seen by the Human Resources Department and will not be used as part of the shortlisting process.

### Rehabilitation of Offenders/Criminal Background Check

The College requires criminal background checks to be carried out on all applicants. This is especially important where employees are working, in regulated activity as defined by the Home Office guidelines, in positions of trust. Employment checks will include a Disclosure and Barring (DBS) check, a Department of Education and Skills check for teaching staff, a check on qualifications and a check on references given.

You are required to disclose information regarding a criminal background on the application form. When considering any disclosures made, the College will consider

if the conviction is relevant to the post the applicant is applying for, how serious the conviction is, the length of time since the conviction, and whether or not the applicant has a pattern of offending. If you wish to discuss this further or have any concerns on this matter, please speak to the Human Resources Department.

### Shortlisting

This is the initial process of matching applicants against the relevant criteria in the person specification. Shortlisted candidates will then be invited to interview.

### Assessments

Exercises may be used as part of the selection process. These may include word processing, data inputting, micro teach, formal presentations or other job related tests. This, however, only forms part of the whole interviewing process and will only be used in certain situations. Candidates will be informed if an assessment is to be used.

### Interview Panel and the Interview

The panel will usually consist of the line manager for the post, another member of the relevant section and a member of Human Resources. Each candidate will be asked the same set of core questions, however, other relevant supplementary questions will be asked arising from your initial answer.

All questions will be relevant to the job and be as open as possible. The panel will take notes during the course of the interview and these may be used in making the final decision.

### Hours

The normal working week for full-time staff is 37 hours (pro rata for part-time staff). The College hours are usually Monday to Thursday 08:30 - 17:00, Friday 08:30 - 16:30, with one hour for lunch. However, with certain posts these hours will vary depending on the requirements of the job.

For teaching staff, hours are normally worked on site and may include evenings. You may from time to time be required to work on a Saturday or Sunday.

### Salary

Salary increments (where applicable) are paid with effect from 01 August until the top of the scale is reached. Salaries are paid on the last day of the month directly into your bank or building society.

### Occupational Sick Pay

There is a scheme for the payment of salary during absence due to ill health, which is service related. Details are available from the Human Resources Department.

### Maternity / Adoption Leave

This is an occupational scheme which is calculated on an individual basis. Details are available from the Human Resources Department.

### Paternity Leave

Time is allowed for a father, or someone who is responsible with the mother for bringing up the child, to attend the birth and spend time with their partner. Details are available from the Human Resources Department.

### Pensions

Teaching staff may join the Teachers' Pensions

scheme and support staff may join the Local Government Pension Scheme. Full details are included in a booklet obtainable from the Human Resources Department.

### Annual Leave

The leave year runs from 1 September to 31 August. The leave entitlement for support staff is 32 days including bank holidays, pro rata for part-time posts. The leave entitlement for teaching staff is 55 days including bank holidays, pro rata for part-time posts. It is usual for teaching staff to take their leave at times when they have no teaching commitments.

### Other Leave

Leave can also be authorised for other reasons such as compassionate leave, jury service, examination leave, etc.

### Staff Development

Eastleigh College has 'Investors in People' accreditation and has, therefore, demonstrated its commitment to relevant training of its staff. An annual Staff Performance Development Review is held for each member of staff where part of the process will be to identify any training needs.

# STAFF BENEFITS

- Anti flu vaccinations
- Back pain treatment
- Childcare voucher scheme
- Denplan dental cover
- Employee Assistance and Development Programme
- Eye tests and spectacles for VDU use
- Health Cash Plan
- Life insurance
- Local gym discounted membership
- Cycle to work scheme
- Occupational Health self-referral
- Onsite day nursery
- Onsite staff discounts for vehicle maintenance workshop, hair and beauty salon, travel shop, gym and refectory

Details of these can be requested from the HR Department.

## Facilities at Interview

Every effort will be made to provide appropriate facilities for candidates at interviews. Please contact the Human Resources Department should you have any requirements to enable you to attend the interview.

## Smoking

The College has a no smoking policy and smoking is not allowed in any of the College buildings.

## The Decision

The decision will be made on the basis of the evidence made available to the panel throughout the recruitment and selection process. Normally candidates are notified of the decision within five working days.

## References

The appointment of external candidates will be subject to receipt of two satisfactory references.

Your most recent employer and a previous employer must be given as references. These people will normally be in a senior position in the organisation. Normally references will be requested prior to interview, unless you indicated otherwise on your application.

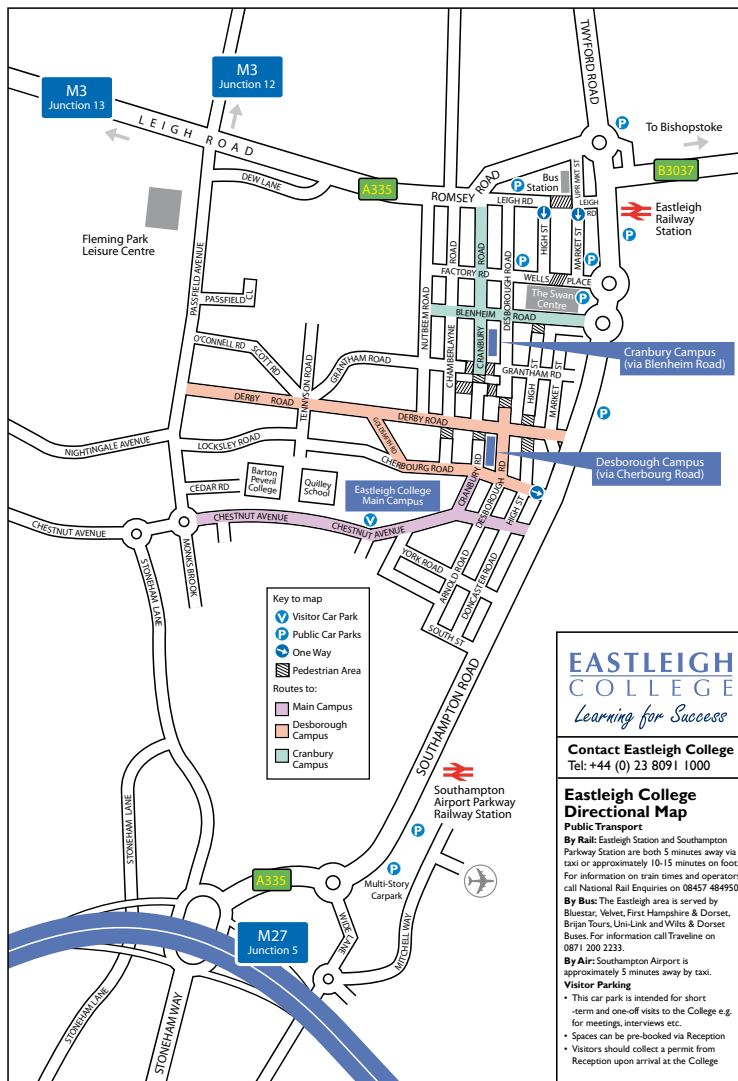
## Qualifications

Where relevant, proof of qualifications will be required. For European Qualifications we will use the British equivalent for salary assessment purposes.

## Feedback

Any candidate who requires feedback on their interview performance should contact the Human Resources Department.

If you have any queries regarding any information included in this booklet, please do not hesitate to contact the Human Resources Department on 023 8091 1173 who will be happy to help.



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