



# JOB APPLICATION

## Information Booklet





## The Appointment Process

These notes are intended to guide you when making an application for advertised posts. Included are the Job Description and Person Specification. As you complete the application form and supporting statement you may find it helpful to refer to the job description and person specification.

### Completing the Application Form

All candidates are required to complete the application form, as information supplied in the same format ensures compliance with our Equal Opportunities policy and Safer Recruitment Policy. Application forms may be typed or hand-written, as you prefer. Before filling in your application form, please read the job description carefully as it outlines the key responsibilities and the skills and qualifications required of the post holder. **You will need to demonstrate that you meet the requirements of the job description (or at least have the potential to do so) and person specification in order to be considered for the shortlist and interview.**

### Examination Results Form

Where applicable, please complete the Examination Results Form and return with your completed application.

### References

Suitable referees are people who have had direct recent experience of your work and who are in responsible positions. If you have had a recent break in your work history you may wish to nominate someone who has known you for a long time or perhaps been connected with any voluntary work you may have undertaken. If you are currently employed, or have been employed, you are asked to give your current or most recent employer. If you are a student, please give an academic referee.

### The Supporting Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements which demonstrate how your qualifications and experience match the criteria outlined in the job description and person specification. Your statement should be concise; try to keep to no more than 1000 words. **Criminal Convictions**

The post for which you are applying is subject to full Disclosure and Barring Service (DBS) clearance and in such cases any offer of appointment will be subject to verification of an individual's criminal record and other Disclosure information, which is satisfactory to the Principal (or Chair of Governors for appointment to designated senior posts). The College will assess the relevance of any criminal record and having 'spent' or 'unspent' convictions will not necessarily bar an individual from employment; this will depend upon the relevance and circumstances relating to the offence/information and any such information will be treated in the strictest confidence and will only be used in consideration of your suitability for appointment. Disclosure forms will be held for a period of six months after receipt from the DBS and will be destroyed thereafter.

### Arrangements for interview

Shortlisting is usually completed within a week of the closing date for applications. When the shortlist has been agreed, invitations for interview are sent to the selected candidates. The interview will usually be held within four weeks of the closing date. If you have not received an invitation to attend an interview within four weeks of the closing date, you may assume that your application has been unsuccessful.

Should the selection process incorporate tests or presentations, full details will be included in the letter of invitation to interview. Normal College practice is to contact referees following shortlisting for interview. If you wish to discuss this further please contact the HR Department.



If you have a disability and require special adaptations or assistance, please contact the Human Resources Department, who will take appropriate measures to accommodate these needs.

### **The Interview**

References received for candidates are made available to the selection panel. The decision of the selection panel is normally announced within one day of the interview and you will be contacted as soon as possible. Candidates should be prepared to accept or refuse an offer.

### **Selection for Appointment**

The successful candidate will be contacted as soon as possible. The successful candidate must confirm in writing, or via email, their intention to accept or decline the post. Failure to confirm in writing will result in the offer of employment being withdrawn. All offers of employment are dependent upon the candidate's references and Disclosure and Barring Service (DBS) check being satisfactory and ability to meet the requirements of the Asylum and Immigration Act to be legally employed to work in the UK.

### **Work Health Assessment**

The successful candidate will be required to complete a pre-placement health assessment with the College Occupational Health provider.

### **Arrangements for Application**

The completed application form and letter of application should be forwarded to:

The Personnel Department  
Loreto College  
Chichester Road South  
Manchester  
M15 5PB

Alternatively, they may be sent by email to: [recruitment@loreto.ac.uk](mailto:recruitment@loreto.ac.uk). Applications should not be sent to any other email address at the college as they may not meet the required deadline for receipt of applications.

**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.**



## **Mission Statement**

### **Our Vision**

Loreto College is centred in God, rooted in Christ and animated by the spirit of Mary Ward, the founder of the Institute of the Blessed Virgin Mary. Our vision is that it will be an educational community where each person has the experience of being loved and valued as a sacred individual created by a loving God; a community where students enjoy an enriching and liberating education that helps them grow into the fullness of life and empowers them to be men and women of courage who are alive to the needs of humanity and committed to making a better world.

### **Statement of Purpose**

Loreto College is part of the 3-19 continuum of Catholic education in Manchester and it exists to respond to the educational needs of young people from its partnership high schools and special schools in Manchester and surrounding areas. Its primary purpose is to guide these learners to success by challenging them to achieve academic and human excellence and by supporting them in the pursuit of this excellence. The college will work with other FE Providers to support students from its partnership high schools who wish to access the full range of vocational & occupational courses. In addition, it will be proactive in identifying and responding to the needs of other learners from the Catholic, local and wider communities where they are consonant with the college's core values.

### **Context**

Loreto College Manchester is under the trusteeship of the Loreto Education Trust and is part of an international network of Catholic colleges run by the Institute of the Blessed Virgin Mary, a religious order founded in the seventeenth century by the Englishwoman Mary Ward. It has provided education in Manchester since 1851 and was established as a sixth form college in 1977 as part of the re-organisation of Catholic secondary education in the city. Since April 1993 it has been a designated college under the 1992 Further and Higher Education Act.

### **Aims**

Loreto College aims to be an educational community which:

- recognises that God can be found in all things
- is guided by the teaching of Christ and the Roman Catholic Church and in turn guides its Catholic young people in their faith journey and provides all its members with the opportunity of living, working and worshipping in a Christian community
- gives expression to the core values of Mary Ward - freedom, justice, sincerity, truth, joy, excellence and internationality - and encourages "seekers of truth and doers of justice" who are able to challenge accepted notions and modes of society
- values all its students as individuals and values all types of learning as it responds to the changing needs of individuals and society in the 21<sup>st</sup> century
- has the highest expectations of personal and academic excellence
- encourages active student involvement in their own learning and lifelong learning and fosters respect for intellectual questioning and debate in an atmosphere of freedom and respect for the dignity of each individual
- works in partnership with parents and carers, recognising that they are the primary educators of our students
- contributes to the educational, religious, cultural and economic well-being of Manchester and its environs.



## **Strategic Objectives 2020-2021**

### **Objective 1:**

To sustain the College's vision to be an educational community where each person has the experience of being loved and valued as a sacred individual created by a loving God.

### **Objective 2:**

To maintain student recruitment in line with the College's Admissions Policy and retain the balance and mix of enrolments to ensure continued access for:

- 16 year old learners from Partnership High Schools who achieve less than 5 GCSEs at grades 9-4
- Learners with learning difficulties and disabilities
- Learners from the local community

### **Objective 3:**

To sustain and improve standards and promote excellence throughout the curriculum at all levels of academic and vocational endeavour and to:

- Further embed a two year mindset for in-year assessment
- Improve A level high grade performance and re-establish high value-added performance for the College which exceeds sixth form college benchmarks
- Maintain and further improve student pass rates, retention rates and attendance and punctuality rates remain above national benchmarks for sixth form colleges

### **Objective 4:**

To utilise the Enabling Departments of the College to ensure that we manage our staff, estate, resources and processes to enable the pursuit of our educational objectives effectively and efficiently.

### **Objective 5:**

To work collaboratively with the Loreto Education Trust, the Manchester Catholic Education Partnership (MANCEP), Teach Manchester Teaching Schools Alliance and other groups within the College's local and extended community in support of the College's goals.

### **Objective 6:**

To maintain the College's outstanding financial health in order to implement our College Development Plan and protect the future of the College.



















- > Loreto College can only ask an individual to provide details of convictions and cautions that Loreto College are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Loreto College can only ask an individual about convictions and cautions that are not protected.
- > Loreto College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/ mental disability or offending background.
- > Loreto College actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Loreto College select all candidates for interview based on their skills, qualifications and experience.
- > An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- > Loreto College ensures that all those in the college who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Loreto College also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg. the Rehabilitation of Offenders Act 1974.
- > At interview, or in a separate discussion, Loreto College ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- > Loreto College makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request. Alternatively, this information is directly accessible at <https://www.gov.uk/government/publications/dbs-code-of-practice>.
- > Loreto College undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.