



Varndean
Sixth Form College

RECRUITMENT INFORMATION PACK

**COURSE TUTOR -
PSYCHOLOGY / CRIMINOLOGY
CLOSING DATE - 13TH APRIL 2026**



TRANSFORMING LIVES THROUGH EXCEPTIONAL EDUCATION

Course Tutor Roles - Psychology/Criminology

(Additionally, Programme Leader – A Level and IB Psychology available for suitable candidate)

Up to Pt 9 of SFCA Teaching Pay Spine - currently £51,714 pro rata per annum (PL role would attract a salary of £54,343 pro rata per annum, plus 2 periods of management remission)

Full time/part time negotiable; various posts available

To start 1st September 2026

Permanent

Varndean College is a popular and successful sixth form college in Brighton and Hove, offering a wide range of A Level, vocational and International Baccalaureate courses to around 2,000 students aged 16–19. The college has a strong reputation for high-quality teaching, an inclusive ethos and excellent progression to higher education and employment.

Psychology sits within the School of Business and Social Sciences, alongside subjects such as Business, Economics, Law, Politics and Sociology. The Psychology and Criminology provision is a large and popular area of the curriculum, with around 500 students studying across A Level Psychology, IB Diploma Psychology and the Level 3 WJEC Diploma in Applied Criminology.

We are seeking enthusiastic and qualified teachers to join our Psychology team and teach on our A Level Psychology course. A number of posts are available, and we welcome applications from both full-time and part-time teachers. These opportunities have arisen due to continued growth in student numbers and the increasing popularity of Psychology at the college.

For candidates with the appropriate experience and leadership skills, there will also be the opportunity to apply for the role of Programme Leader for Psychology, providing academic leadership for A Level Psychology and the IB Diploma Psychology course, which is currently delivered by an experienced member of staff within the team. The Programme Leader will support curriculum development and work closely with colleagues to maintain high standards of teaching, learning and student outcomes. The ability to contribute to the delivery of Applied Criminology would be an advantage.

The successful candidate will have a relevant degree and/or professional vocational qualification, together with a recognised teaching qualification/Qualified Teacher Status.

The College is dedicated to safeguarding and promoting the welfare of children and young people. All staff are required to have an enhanced DBS check. We value the diversity of our staff and students and we particularly welcome applicants from under-represented backgrounds.

We can offer:

- A supportive, communicative and consultative working environment.
- A commitment to the on-going professional development of our staff.
- The opportunity to join our Corporate Memberships to Freedom Leisure or the Brighton Gym, use of the College Fitness Suite and a Cycle to Work Scheme.
- A salary sacrifice Techscheme.
- The use of an Employee Assistance programme offering unlimited 24/7 support on a range of topics, issues and matters.
- Annual health screenings, flu shots and free eye tests, and free exercise/well-being classes.
- Access to Staff Welfare services on a referral basis.
- Free use of College Library resources.
- Regular staff social events throughout the year.

To Apply:

For further information please see the candidate information pack. Please complete an application form outlining how you meet the criteria listed in the job description and person specification for the role. Completed applications should be forwarded to recruitment@varndean.ac.uk by the closing date shown.

Suitable candidates may be invited to interview prior to the closing date and we reserve the right to close the vacancy early should sufficient applications be received.

Closing date: Monday 13th April 2026

Interviews: w/b 20th April 2026

Job Description

Job Title:	Course Tutor – Psychology/Criminology
Department:	School of Business and Social Sciences
Grade:	Sixth Form Colleges Forum (SFCA) Teacher's salary spine - up to NSP9 based on experience, currently £51,714 per annum (pro rata) Programme Leader – A Level and IB Psychology available for suitable candidate (this would attract 2 periods of management remission plus a Responsibility Allowance of £2,629 per annum)
Hours:	Full time/part time negotiable (1.0 FTE – 34 periods per week)
Responsible to:	Principal through the Programme Leader
Contract:	Permanent

This job description complements that relating specifically to the post and Conditions of Service as laid down in SFCA Teaching Staff Handbook. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirement and priorities within the College.

The Department:

Psychology and Criminology sit within the School of Business and Social Sciences, alongside subjects such as Business, Economics, Law, Politics and Sociology. Currently we offer two Psychology pathways (A-level Psychology and IB Psychology) alongside the Level 3 WJEC Diploma in Applied Criminology. Together, these courses attract approximately 500 students, making this a large and popular area of the curriculum within the School.

The Programme Leader role is focused on the Psychology provision, with responsibility for the leadership and development of the A-level and IB Psychology courses. However, the ability to contribute to the delivery of Applied Criminology would be an advantage.

Key Duties & Responsibilities:

1. Teaching
 - a) Plan and prepare teaching and learning programmes appropriate to the educational needs of the students.
 - b) Set, assess, and mark students' work, maintaining clear and accurate records.
 - c) Develop and use a range of teaching and learning techniques according to students' needs and abilities.
 - d) Provide students with support, advice and guidance, as appropriate.
 - e) Ensure a thorough and up to date knowledge of the curriculum area.
 - f) Work with the Head of School, Programme Leader (co-ordinator) and departmental colleagues

on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

2. Assessments and Reports

- a) Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- b) Maintain accurate records of student attendance and progress.

3. College wide responsibilities

- a) Support the College's mission, values, and strategic objectives.
- b) Promote the College's equal opportunities and diversity policy.
- c) Implement the College's health and safety policy and procedures.
- d) Attend staff briefing, full staff and departmental meetings as required and other such meetings as required by the Principal.
- e) Participate in the College's continuing professional development scheme.
- f) Carry out a share of supervisory duties as may be agreed with the Principal.
- g) Undertake such other duties as the Principal may request within reason.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the grading of the post.

Person Specification

Person Specification		
Job Title: Course Tutor – Psychology/Criminology		
	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> ● A relevant degree and/or professional vocational qualification ● A recognised teaching qualification/qualified teacher status 	<ul style="list-style-type: none"> ● Relevant further or higher degree
Relevant Experience	<ul style="list-style-type: none"> ● Successful teaching experience or teaching practice in the subject ● Experience of teaching in the post-16 sector 	<ul style="list-style-type: none"> ● Evidence of good examination results and added value
Knowledge, Skills and Competencies	<ul style="list-style-type: none"> ● Ability to adopt a variety of strategies to suit students' different learning styles ● Detailed knowledge of the curriculum area ● Proven ability to plan and prepare courses and lessons ● Good ICT and administrative skills. Ability to keep accurate records of students' progress. 	<ul style="list-style-type: none"> ● Knowledge of curriculum developments in the post-16 education sector ● The ability to contribute to other courses and subject areas
General Attributes	<ul style="list-style-type: none"> ● Highly effective interpersonal and communication skills ● The ability to work as part of a team and to contribute to its development ● Good organisational and time management skills 	
Other requirements	<ul style="list-style-type: none"> ● Enthusiasm for working with young people 	<ul style="list-style-type: none"> ● Ability to contribute to enrichment activities and other aspects of college life

	<ul style="list-style-type: none">● An understanding of safeguarding and its importance within the college● Commitment to continuing professional development● Commitment to equality of opportunity	
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Varndean College has a commitment to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service (DBS). Please note, candidates' suitability to work with young people will be explored at interview.

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Job Description

Job Title:	Programme Leader – Psychology/Criminology
Department:	School of Business and Social Science
Grade:	Up to NSP 9 - currently £51,714 pro rata per annum, plus responsibility allowance of £2,629 pa
Hours:	27 - 34 periods per week (0.8 - 1.0 FTE including 2 periods of management remission)
Responsible to:	Head of School / AHOS
Contract:	Permanent

This job description complements that relating specifically to the post and Conditions of Service as laid down in SFCA Teaching Staff Handbook. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirement and priorities within the College.

Main purpose of role:

To lead the delivery and day-to-day management of the programme area, supporting the delivery of high-quality teaching and learning, consistent student outcomes, and effective team collaboration. The Programme Leader works closely with the Head of School to implement college policies and contribute to curriculum improvement and student success

Key Duties & Responsibilities:

1. Curriculum Leadership and Staff Coordination

- Provide academic leadership to the programme team, fostering a collaborative and high-performing culture that supports high-quality teaching and learning.
- Coordinate the planning and delivery of the curriculum to ensure it meets awarding body specifications, college expectations, and the needs of students.
- Support the development and sharing of effective teaching strategies and resources, encouraging innovation and consistency across the team.
- Monitor the quality and effectiveness of teaching, learning and assessment within the programme, providing mentoring, coaching and guidance to staff where needed.
- Lead the development of schemes of work, assessment strategies and course documentation to ensure a coherent and well-sequenced learning experience.
- Contribute to the construction and adjustment of teaching timetables in collaboration with the Head of School and relevant managers.

- Work with the Head of School to support staff induction, training, and professional development needs related to the programme.
- Act as the first point of contact for operational matters affecting the programme and support the resolution of day-to-day issues.

2. RESOURCES

- Work with the Head of School to plan and manage the programme's allocated budget, ensuring that spending aligns with curriculum priorities and provides value for money.
- Contribute to resource planning by advising on the effective use of teaching materials, equipment, and accommodation to support high-quality delivery.
- Support the deployment of staff within the programme area and communicate operational needs to the Head of School to inform wider staffing decisions.
- Collaborate with the Head of School during the timetabling process, providing accurate and timely input to support efficient curriculum planning.
- Oversee the completion of risk assessments for programme-related activities and ensure compliance with relevant health and safety procedures.

3. QUALITY

- Lead the implementation of the programme's Quality Improvement Plan (QIP), ensuring that agreed actions are carried out effectively to raise standards of teaching, learning and student outcomes.
- Contribute to the programme's self-assessment review (SAR), working with the Head of School to evaluate strengths, address areas for improvement, and inform departmental planning.
- Monitor the quality of teaching, learning and assessment across the programme, and support staff to develop practice through feedback, mentoring and the sharing of effective approaches.
- Carry out lesson observations and learning walks within the programme area in line with college procedures, using outcomes to support staff development and improvement.
- Assist in preparing the programme area for external quality reviews, including Ofsted and awarding body visits, ensuring that required documentation and evidence are maintained.
- Identify professional development needs within the team and promote continuous improvement through the sharing of good practice and access to training opportunities.

4. STUDENTS

- Support the creation of a positive and inclusive culture that promotes high levels of student engagement, achievement, and satisfaction within the programme.
- Oversee the implementation of systems to track and monitor student progress, attendance, and punctuality, using data to inform timely interventions.

- Coordinate the induction, academic support, and ongoing development of students on the programme, ensuring a smooth and supportive learning journey.
- Work with the Head of School and wider college teams to ensure students are on appropriate programmes and receive effective information, advice and guidance at all stages.
- Contribute to the delivery of student performance procedures (such as Cause for Action and Action Plans), ensuring consistency and fairness in their application.
- Support the organisation of student enrichment opportunities and educational visits relevant to the programme, and encourage wider student participation.

5. TEACHING

- Deliver high-quality teaching as part of the programme team, maintaining a teaching commitment in line with agreed timetable allocations.
- Participate in college-wide supervisory duties, parent meetings, and curriculum events as agreed with the Head of School.
- Maintain accurate and timely assessment records, and contribute to internal and external moderation and standardisation processes.
- Engage in continuing professional development and share expertise and effective practice with colleagues to support a culture of improvement.

College wide responsibilities

- Support the College's mission, values, and strategic objectives through your professional conduct and leadership within the programme area.
- Promote and uphold the College's commitment to equality, diversity and inclusion in all aspects of your work.
- Implement the College's Health and Safety Policy and ensure safe working practices within your programme.
- Attend staff briefings, departmental and college-wide meetings as required.
- Contribute to college marketing, open events, and student recruitment activities as appropriate to your role.
- Participate in the College's continuing professional development (CPD) scheme and take responsibility for maintaining your own professional knowledge and skills.
- Carry out a share of supervisory duties and other reasonable tasks as may be agreed with the Head of School or Principal.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the grading of the post.

Person Specification

Job Title: Programme Leader – Psychology/Criminology

	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> • A relevant degree and/or professional vocational qualification. • A recognised teaching qualification (QTS or equivalent). 	<ul style="list-style-type: none"> • A relevant higher degree or postgraduate qualification.
Teaching Experience	<ul style="list-style-type: none"> • Successful teaching experience in the post-16 or 14–19 sector. • Evidence of strong outcomes and progress in student achievement. 	<ul style="list-style-type: none"> • Experience delivering across more than one qualification framework (e.g. BTEC, A Level).
Leadership and Management	<ul style="list-style-type: none"> • Experience in leading or coordinating aspects of curriculum delivery. • Ability to provide clear academic direction and support for a team. 	<ul style="list-style-type: none"> • Experience in contributing to the development or review of policies or systems.
Curriculum Knowledge	<ul style="list-style-type: none"> • Sound understanding of curriculum planning, awarding body requirements and assessment strategies. 	<ul style="list-style-type: none"> • Experience in contributing to new course development or qualification transitions.
Quality & Improvement	<ul style="list-style-type: none"> • Understanding of quality assurance processes, including SAR and QIP. • Ability to use data to monitor performance and inform intervention. 	<ul style="list-style-type: none"> • Experience supporting preparations for external review (e.g. Ofsted, EV visits).
Communication & Teamwork	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • Ability to motivate and support colleagues. • Able to chair effective meetings and follow up actions. 	<ul style="list-style-type: none"> • Experience facilitating team training or CPD sessions.
Administration & IT	<ul style="list-style-type: none"> • Confident user of student tracking systems and digital tools for planning, monitoring and communication. 	<ul style="list-style-type: none"> • Familiarity with data dashboards or reporting tools.

Professional Attributes	<ul style="list-style-type: none"> ● Commitment to high expectations and inclusive practice for all learners. ● Commitment to continuous professional development. ● Understanding of safeguarding and its relevance to post-16 education. 	<ul style="list-style-type: none"> ● Evidence of recent professional training or qualifications.
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Vardean College has a commitment to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service (DBS). Please note, candidates suitability to work with young people will be explored at interview.

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Teaching Staff - General Information: Terms and Conditions

Job title: Course Tutor – Psychology and Criminology

1. Contract

This post is offered as a permanent post. Contractual arrangements for this post determining conditions of employment are as agreed between the Sixth Form Colleges Association (SFCA) and staff representatives at national level.

2. Hours of Work

This post will be offered as a full time or part time contract (negotiable). A full time contract is 34 periods per week. The College day starts at 8.40 am until 5.05 pm.

3. Salary

This post is paid on the SFCA Teacher's pay spine up to point 9 – currently £51,714 per annum. Appointment on the salary scale will depend on relevant experience and qualifications.

Programme Leader - A Level and IB Psychology role available for suitable candidate (this would attract 2 periods of management remission plus a Responsibility Allowance of £2,629 per annum).

Salaries are paid monthly in arrears through the BACS system directly into the bank or building society account of each member of staff.

4. Pension Entitlement

All employees automatically become members of the Teachers' Pension Scheme unless they decide to opt out. Members of the scheme are required to contribute 6.4% of their pay and Varndean College will make a further contribution of 23.68% of the pensionable pay.

5. Notice Period

You are entitled to receive, or required to give, two months' notice of termination of employment and in the Summer term three months', terminating at the end of term as defined below for this purpose:

the Summer term ends on 31 August

the Autumn term ends on 31 December

the Spring term ends on 30 April

6. Pre-appointment Checks

This appointment is subject to satisfactory references, proof of identity and eligibility to work in the UK, an enhanced DBS Disclosure, satisfactory medical questionnaire and presentation of original qualification certificates.

7. Probation

Confirmation of your appointment will be subject to satisfactory completion of a period of induction of 9 months. During this period, you will be expected to establish your suitability for the appointment.

8. Protection of Children and Vulnerable Adults

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The nature of this post requires the College to undertake an enhanced DBS check on the appointed candidate for any convictions which make it undesirable for the candidate to undertake this post. **Under the terms of the check you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the rehabilitation of Offenders Act 1974.**

Mar 26





OUR VALUES



OUR MISSION

TO
TRANSFORM
THE
LIVES
OF OUR STUDENTS
AND OUR COMMUNITY
THROUGH
OUR PROVISION OF
EXCEPTIONAL
EDUCATION

- We inspire **academic excellence**, high expectations and a thirst for knowledge, developing a curiosity and passion for lifelong learning.
- We have a **dynamic culture** which engages staff and students, celebrates achievement, encourages innovation, and strives for continual improvement.
- We enable **true social mobility** for all student groups providing the environment, support and opportunities that every student needs to succeed in order to narrow gaps within society.
- **Equality and diversity** is at the heart of all we do. We promote understanding and respect for different cultures and communities, in college, locally and globally.
- We provide excellent opportunities for **enrichment, well-being and pastoral support** so that we build resilient, happy and successful students who flourish in life.
- **Environmental sustainability** is at our core, we are committed to carbon literacy, becoming carbon neutral and developing our estate as an area of biodiversity.
- We believe in **inspirational governance, leadership and management** and invest in our staff, empowering a confident, diverse and energised workforce.
- We responsibly use public funds and provide **value for money** to safeguard the financial stability of the College to bring maximum benefit to our local community.



Our Students are **at the heart of all we do.**

We will provide an exceptional student experience and preparation for life so that all of our students flourish at college maximising opportunities for their future employment, education and lives.





OUR PILLARS

Environmental Sustainability

We will be a leading college in sustainability, becoming carbon neutral by 2030. We will conserve natural resources to protect the global ecosystem and will develop our estate as an area of biodiversity. We will develop our curriculum so that all students are carbon literate.

Our Curriculum

We will provide an innovative, aspirational and inclusive curriculum which promotes the value of learning, fosters curiosity and knowledge and enables all students to achieve excellence. We will deliver provision which enables the ambitions of our students and responds to individual and local needs.

Global Citizenship

We will develop our students to be citizens of the world through opportunities to work alongside those from different backgrounds, including our international student community. We will develop students' personal and employability skills, to fully prepare them for their future careers and education.





OUR PILLARS

Community & Partnerships

We will lead and be renowned for partnership work and collaboration that increases the educational and employment opportunities for different groups of students, and helps our College community to grow and thrive. Through these relationships we will support adults and 16-19 year olds to progress into technical training, apprenticeships, employment and higher education.





OUR FOUNDATIONS

Our Staff

We will value and empower our greatest resource, our staff, so that they benefit from a purposeful, supportive and kind workplace and community, which strives for excellence, ensuring student success and serving the wider community.

Financial Sustainability

We will secure the future of the college, its students, staff and estate through excellent financial and resource management to enable an exceptional student experience, a happy, secure and consistent workplace and a growing and thriving community asset.



KEY PERFORMANCE INDICATORS

Area	Key Performance Indicator	Evidence	When and where will this be reported?
Strategic Objective 1: Student experience Accountability: Vice Principal (Students)	Attendance is consistently above national averages	Attendance is 92% or above	College Corporation termly.
	Over 90% of students are very satisfied with their experience	Student Survey results	College Corporation. Annually, Summer Term
	The College achieves all the Gatsby Benchmarks for effective careers education.	Annual Report measuring progress against the Benchmarks.	College Corporation. Annually, Spring Term
	90% of students access work experience or employer interactions	Careers data	College Corporation. Annually, Spring Term
	80% of university applicants (through UCAS) are successful in securing a place.	UCAS placement report	College Corporation. Annually, Autumn Term
	Students go on to positive destinations	The college scores above average in HESA survey, Retention and Destination surveys are positive. Progression from level 2 - level 3	College Corporation. Annually, Summer/ Autumn Term
	College will be graded Outstanding in next inspection	Ofsted Report	College Corporation
Strategic Objective 2: Environmental Sustainability Accountability: Principal	The college will be a leading college on AOC roadmap	Progression will be demonstrated on the AOC roadmap to Sustainability	College Corporation. Annually, Summer Term
	Carbon literacy qualification will be embedded across the college	Participation rates for Carbon Literacy project across college	College Corporation. Annually, Summer Term
	Reduced carbon footprint	Carbon footprint data	College Corporation. Annually, Summer Term
	The estate develops in its biodiversity and ecology	The estates report	College Corporation. Annually, Summer Term
Strategic Objective 3: Curriculum Accountability: Deputy Principal	Overall achievement rate is consistently above national averages.	National Achievement Rate Tables.	College Corporation. Annually, Autumn Term, Spring term
	Retention rates are consistently above national averages	Pre-census- census retention data In-year subject retention data. Retention rate year 1 to year 2 data End of course retention data	College Corporation. Annually, Autumn Term, Spring term
	All Students make positive progress and more than expected of them at level 3	Value added data ALPS above 3	College Corporation. Annually, Autumn Term, Spring term
	Teaching and learning consistently is consistently of good quality	Quality cycle Learning walks and lesson observations	College Corporation. Annually, Autumn Term
	All curriculum areas to have appropriate routes to higher education in place for students internally or externally	Course reviews SAR	College Corporation. Annually, Autumn Term
	Student enrolment increases by at least 5% year on year	Enrolment data	College Corporation. Annually, Autumn Term

Strategic Objective 4: Global Citizenship Accountability: Vice Principal- (Students)	Close gaps in achievement rates for each Equality and Diversity measure to within two percentage points.	Actual achievement rates, in year tracking data (Autumn and Spring) EDI report	College Corporation. Annually, Autumn Term
	90% of students show measurable improvement in their soft skills over a year of study (including confidence).	Student careers survey	College Corporation. Annually, Summer Term
	90% of Yr1 students engage and participate in enrichment, community projects or global experience/ international exchange provision	Enrichment report	College Corporation. Annually, Summer Term
	Satisfaction rates from student groups are positive from all groups	EDI report	College Corporation. Annually, Autumn Term
	Students' views reflect an understanding of and valuing of citizenship	Tutorial survey	College Corporation. Annually, Summer Term
Strategic Objective 5: Community & Partnerships Accountability: Principal	Adult enrolments grow in vocational and skills courses	Funded Adult education enrolment	College Corporation. Annually, Spring Term
	Achievement rates for 19+ are above national benchmarks	Achievement rates for adult and community education	College Corporation. Annually, Autumn Term
	The college increases its partnerships and engagement	Annual partnership report stakeholder feedback	College Corporation. Annually, Spring Term
Strategic Objective 6: Staff Accountability: Principal	Staff turnover and absence rates are well below SFC benchmarks	Staffing data HR report	College Corporation. Annually, Autumn Term
	100% of staff engage in CPD	CPD and appraisal records	College Corporation. Annually, Autumn Term
	Staff well being and satisfaction survey demonstrates work satisfaction above other local providers in survey satisfaction increases	Staff focus groups, appraisals and staff surveys indicate high satisfaction	College Corporation. Annually, Summer Term
	The college has an improving diversity in its workforce	HR report	College Corporation. Annually, Autumn Term
Strategic Objective 7: Financial Sustainability Accountability: Vice Principal (Resources)	College achieves actions in Financial Sustainability Plan	RAG Financial Sustainability Plan	Finance Committee/ College Corporation. Termly
	The annual budget is achieved.	Management accounts	Corporation. Annually, autumn term.
	Maintain and build positive cash balances.	Management accounts	Finance Committee/ College Corporation. Termly
	The college remains at least good for financial health	EFSA bench marks	Finance Committee/ College Corporation. Autumn Term
	The Adult Education budget allocation is achieved.	Management Accounts.	Finance Committee/ College Corporation. Autumn Term
	Revenue from other non-EFSA sources continues to grow by 15%	Management Accounts. International Report RAG Financial Sustainability Plan	Finance Committee/ College Corporation. Summer Term
Improve the College estate through funding and investment in capital buildings and development of a new master plan.	£5million investment Property strategy	Resources committee Corporation. Annually.	

Guidance Notes for Applicants

Please read these guidance notes carefully before completing your application form, along with the Information about Varndean Sixth Form College, the Equal Opportunities and Recruitment of Ex- Offenders information. You must also read the job description and person specification to help you decide if you are a suitable person for the job.

Application methods

Our application form is available in two formats – Microsoft Word and Adobe PDF. You can download a form from our website or request a copy by emailing recruitment@varndean.ac.uk or telephoning 01273 546637.

The application form is an important part of the selection process. Please complete it as fully and accurately as possible. Please do not send us your CV.

Completing the application form

The application form should be completed in black ink or type. You are advised to read through each section carefully.

- **Personal Details:** Make sure that your name and address, with your telephone number and email address is legible.
- **Current or Most Recent Employment:** Provide details of your current or most recent employment and briefly describe your key duties and responsibilities.
- **Previous Employment:** Starting with the most recent first, list all the employers you have worked for, providing the period you worked for them, your job title and key responsibilities. If there has been a gap in your employment record please account for this in your application. Continue on a separate sheet if necessary.
- **Education and Training:** Please complete as fully as possible, giving details of all formal qualifications obtained from secondary school onwards.
- **Other training and professional qualifications:** Provide details of any other training or professional qualifications you have gained.
- **Membership of Professional Institutions:** You may be a full or student member of a professional organisation, so please state the membership category. You may also state details of any lapsed membership.
- **Further Supporting Information:** This is the most important part of the application. You should use this section to demonstrate your suitability for the job. Complete this section as fully as possible outlining how your skills, knowledge and experience meet the essential requirements for the job. Read the job description, person specification and the advertisement to make sure you know the type of person we are looking for. Use the criteria in the person specification as headings and give examples of your experience and skills under each heading. You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment. You can supply further information on a separate sheet.

- **References:** Please provide details of two referees, including one from your present or most recent employment. Referees must be people who can comment authoritatively on your personal and professional competence. Referees should not be friends, relatives or immediate colleagues. If you have not been employed before, please give the name of your headteacher, lecturer or similar. *References will only be requested once a preferred candidate has been selected following interview.*

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

- **Disclosure of Criminal Background:** The College is committed to safeguarding and promoting the welfare of children and vulnerable adults, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). Further details are available in the Recruitment of Ex-Offenders policy.

The nature of this post requires the College to undertake an Enhanced DBS check on the appointed candidate for any convictions which make it undesirable for the candidate to undertake this post. This will include details of cautions, reprimands or final warnings, as well as convictions. **Under the terms of the check you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the rehabilitation of Offenders Act 1974.**

Please note that a conviction, bind-over or caution will not automatically disqualify you from employment, but any failure to disclose is likely to result in your dismissal. By signing the application form, you will be acknowledging that you understand that a criminal records check may be made.

- **Declaration:** By signing the declaration on the application form you are giving the College explicit consent to process your personal data. Your consent is conditional upon the College complying with its obligations and duties under the Data Protection Act 1998. If you return the form by email, you are deemed to have accepted the conditions through the act of emailing your application to the College.

Equal Opportunities monitoring form

- Please complete the form in full but do not detach from the application form. This will be done by the HR department on receipt of your application form. This information will not be seen by the shortlisting panel or used for selection purposes. We are keen to maintain our commitment to Equal Opportunities and therefore information on age, gender, race and disability are kept strictly separate from the application form.
- If, as a result of a disability, you need any help with completing your application form you should contact the Human Resources Team on 01273 546637. Equally, if you need special

arrangements to be put in place should you be invited for interview, please indicate this in the relevant section of the application form.

Shortlisting and interviews

In the interests of economy, acknowledgement may not be sent on receipt of completed application forms.

Your application form is an important part of our recruitment process. The information you provide on the form and other supporting information is the only information we will use in deciding whether or not you will be shortlisted for interview. If you do not clearly demonstrate how you meet the essential criteria in the person specification, it is unlikely that you will be shortlisted for interview.

The College has a responsibility to check that all of its employees are entitled to live and work in the UK. All candidates who are invited for interview will be required to bring with them some evidence of their eligibility to work in the UK, ID and address evidence, proof of relevant qualifications and proof of any name changes. Candidates will also be required to produce any relevant examination certificates if a necessary requirement for the post.

Interviews will be conducted by a panel who will ask the same basic set of questions to each candidate, including questions relating specifically to each candidate's suitability to work with children. The interview questions are intended to allow you to expand on your application and to show the panel how closely you meet the requirements of the post. The interviewing panel will assess the candidates using a scoring system and take notes. A record of the assessment is retained.

Any candidate who considers that he or she has been unfairly discriminated against at any stage of the recruitment process by reason of race, colour, nationality, ethnic origin, age, disability, sex, religion or belief, marital status or by any other condition or requirement which cannot be shown to be justified, should submit a complaint in writing to the Chair of the Corporation, at the earliest opportunity.

Contact details

If you require any further details about the application process or our recruitment and selection procedures, please contact:

HR Department
Varndean Sixth Form College
Surrenden Road
Brighton
BN1 6WQ

Tel: 01273 546637

Email: recruitment@varndean.ac.uk

Web: www.varndean.ac.uk

Equal Opportunities Statement

Varndean Sixth Form College believes in the active promotion of equality and opportunity for all groups and individuals. The College values the rich diversity of all its students and staff.

We want to:

- **eliminate bias and discrimination of any kind**
- **promote equality of opportunity for all**
- **promote harmonious relations between people from diverse groups and backgrounds**

We recognise that bias and discrimination can take place both intentionally and unintentionally. We believe that such discrimination is unacceptable and want to ensure that our policies and practices provide equality of opportunity for all existing or potential staff and students.

If you experience or witness any sort of discrimination, harassment, bullying or disrespect then we need to know.

If you feel that any College policies or practices discriminate against you or others then we also need to know.

You can do this in confidence by:

Talking to a member of staff

Talking to the NUS

Contacting the Equality and Diversity Group via the College Office

Emailing your concern to equal@varndean.ac.uk

Employee Benefits

Pay

Salaries for our jobs are advertised as and when vacancies arise. We feel our salaries are competitive for the sector. Teaching salaries are agreed with the National Joint Council for Sixth Form Colleges Association. Support staff receive an annual increment on their salary each April and Teaching staff receive this in September.

Annual Leave and Christmas Closure

The College offers a minimum of 24 days' annual leave for Support Staff (plus three days at Christmas, with additional leave depending on length of service and grade).

Family friendly policies

We also offer generous parental and special leave, details of which can be provided upon request.

Flexible Working Arrangements

The College will consider applications for flexible working arrangements. As an organisation we aim to help our employees achieve a work life balance, by allowing variations in staff working patterns and hours, wherever is practically possible. Part-time working and homeworking may be considered. We have great IT systems in place to enable our staff to work easily away from the office as and when necessary.

Health & Well Being Staff Welfare & Counselling

We aim to offer support and assistance to staff during times of need. If staff wish to seek confidential advice at any point, they will be able to speak to our HR department. External counselling services can also be provided on request.

Employee Assistance Programme

In partnership with Health Assured the programme gives all our employees, and their family members confidential support, resources and information for personal and work-life issues. These services are provided at no charge. External Counselling services can also be provided on request.

Health Screenings

Various Health Screenings are offered throughout the year, this includes flu vaccinations in November each year, free of charge to staff.

Eye Tests

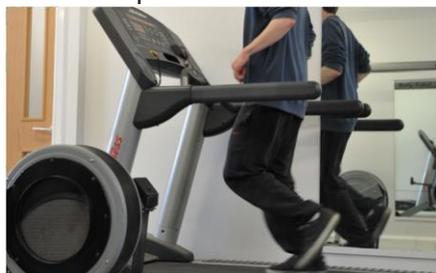
We offer vouchers for staff who regularly use computers for more than one hour at a time and depend on this equipment to do their work. These vouchers are only for use at SpecSavers and are not transferable. The college will provide an eye test voucher, which includes certain benefits and contributions.

College Gym

The new state of the art gym is available for all staff to use. You will need to complete an induction session with a member of the PE department.

Gym Membership

The Gym Brighton London Road offers a discounted Solo Membership monthly rate of £18.99 per month for Varndean Sixth Form College Employees (standard rate £22.99 per month). A standard joining fee of £15.00 applies on initial sign up. We have a discounted corporate membership for Brighton and Hove Sport Complexes. This includes unlimited gym, swimming, exercise classes and health suite at any centre within the Brighton and Hove area. For further details visit [Withdean Sports Complex](#). Staff can also use the college gym equipment free of charge. You will need to complete an induction session with a member of the PE department.



Cycle to Work Scheme

Save 26 - 40% and spread the cost of purchasing a new cycle. Staff are able to purchase a new cycle and/or cycle equipment free of income tax and national insurance contributions through the cycle to work initiative.

Trade Union Membership

The College values the role of trade unions and has good working relations with the three trade union branches represented at the college. Details of the unions and their union reps are detailed below:

- [UNISON](#) - for administrative staff (currently no rep)
- [National Education Union](#) - for teaching staff and learning support assistants (union rep Jason Wye - jdw@varndean.ac.uk)
- [NASUWT](#) - for teaching staff

The unions provide advice and support to members over a wide range of matters such as management issues, relations in the workplace, workload, health and safety etc. There is good co-operation between the unions and they work in partnership with management on all of the major issues affecting staff throughout the college.

There is no obligation on any member of staff to become a member of a union.

College Cafeteria

The College cafeteria is in the Hone Room on the first floor and caters for all students and staff. Its opening hours are 8.30 am to 2.10 pm Monday to Friday during term time. It provides a range of hot meals, salads and snacks. There are also vending machines selling drinks and snacks. A weekly menu is found on the intranet and in the staff bulletin.

The Library

The library is based upstairs in the new Loft along with the Careers Service. It opens from 8.30 am every day and is stocked with over 15,000 books, magazines and periodicals, as well as CDs and DVDs. As a staff member at Varndean Sixth Form College you are automatically a member of the Library and will need to show your ID badge to borrow resources.



Future Planning Pension Scheme Support Staff

All support staff automatically become members of the Local Government Pension Scheme unless they decide to opt out. Members of the scheme are required to contribute a percentage of their pensionable pay, according to their salary. Varndean Sixth Form College will make a further contribution of 19.8% of the pensionable pay.

Teaching Staff

All teaching staff automatically become members of the [Teachers' Pension Scheme](#), unless they decide to opt-out. Members of this scheme are required to contribute between 6.4% of their pay (depending on the salary range) and Varndean Sixth Form College will make a further contribution of 23.68% of the pensionable pay.

Additional Voluntary Contributions (AVC)

Additional voluntary contribution (AVC) allows members of workplace pension schemes to pay extra contributions to build up additional benefits. Employees interested in finding out more about AVC should contact the Payroll Manager.

Learning & Development

The College is committed to the on-going professional development of our staff. Training needs are highlighted through the annual appraisal scheme and development needs are continuously reviewed. As part of this we offer a combination of in house (Staff Development Sessions) and external training opportunities.



What people say about Varndean Sixth Form College

"varndean is my local college and I'd only heard positive comments about its warm inclusive atmosphere and diverse range of subjects."

"It's easy to underestimate the positive impact on your learning - and general wellbeing - of a nice environment. varndean is a friendly place, where people from an eclectic mix of backgrounds, with an even broader range of interests, feel at ease - and that really matters."



"The staff are the most enthusiastic I have ever been taught by and I feel very well supported."

"I had a really rough time in my secondary school. I truly began my education at varndean. I was there for three years and I really wish I could have stayed longer."



"varndean is the most supportive and nurturing FE college in Brighton and we will always sing its praises out loud."

The Area

Varndean Sixth Form College is situated on the northern outskirts of the city of Brighton, a cosmopolitan seaside resort situated on the south coast about an hour south of London by train.

It's a popular destination for holiday makers, day-trips, international students, as well as many national and international conferences. Its broad shingle beach is backed by a lively seafront with Regency-era buildings, the Brighton Pier (originally opened in 1899 but now with many fairground rides, amusement arcades and food kiosks, Brighton Marina as well as the new British Airways i360. Inland, the city is home to the spectacular and majestic Regency palace, The Royal Pavilion, once home to the Prince Regent (George IV).

The town boasts a large indoor shopping centre (Churchill Square and is also famous for its quaint historic shopping quarter The Lanes, as well as the Bohemian North Laines. Is also known for its nightlife, arts scene, outdoor events (e.g. Veteran Car Run, Brighton Marathon, National Speed Trials and various festivals, notably The Brighton Festival which takes place throughout May every year. There are a number of theatres hosting touring productions, as well as the 5000-seat venue The Brighton Centre, which hosts a wide range of concerts, an annual ice show, as well as sporting events and major conferences and exhibitions.

On the outskirts of the city are a number of large beautiful parks, namely Stanmer Park and Preston Park, with the South Downs and Devil's Dyke being only a short drive away.

The city is served by two main railway lines, Southern Rail and Thameslink, with direct trains to London Victoria and London Bridge taking just one hour, and is around a 25-minute drive from London Gatwick Airport. There is also an extensive network of local and national bus services serving the city and surrounding districts.

There is a diverse range of housing, from studios and flats in the city centre to flats, terraced, semi-detached and detached properties in the surrounding suburbs. There are a large number of local state-run primary and secondary schools, a range of independent schools, as well as three main state-run sixth form colleges and two universities, Sussex University and Brighton University.



