



# Welcome to Gateway Sixth Form College

Candidate Recruitment Pack





## Welcome from the College Principal

Welcome and thank you for considering Gateway College as the important next step in your career. As a Sixth Form College specialising in the education and progression of 16-19 year olds, there is so much that we offer young people. We have a strong reputation in supporting our students with the change from secondary school to sixth form and for challenging them to achieve more than they ever hoped.

We offer a broad range of courses from Entry Level to Level 3, Academic and Vocational. These are delivered by experienced and well qualified subject specialists who focus on providing a quality learning experience. Alongside our teaching departments, students are well supported, and sometimes challenged, by our Heads of School and their pastoral teams. Their job is to monitor a student's whole progress and attendance, helping them to set and achieve ambitious goals for the future. We work with students to remove any barriers to success and deliver skills and experiences which go beyond the classroom.

Our results are good with many of our courses in the top 10% nationally for both achievement and value added, some are number 1. We are delighted that our strengths have been recognised by OfSTED who visited us in October 2019 and graded the college as Good.

Regards,  
James Bagley





## 1. Background

Gateway College was opened in 1928 as a boys' grammar/technical school and became a Sixth Form College in 1976 as part of the reorganisation of secondary education in the City of Leicester. Today the College is a mixed open access college hosting 1,200 full time students, mostly aged 16-19, and with an annual turnover of £6.5 million.

The College moved from Leicester city centre to a new 12 acre purpose built site in Hamilton, situated 3 miles to the north east of the city, on the borders of Leicestershire in August 2009. In April 2020 Gateway became one of three founding members of the Better Futures Multi-Academy Trust (BFMAT) in association with Coventry University.



The College delivers a mix of outstanding A-levels, vocational qualifications from entry level to level 3 and GCSE's maths and English and was awarded a 'Good' grade 2 by Ofsted in October 2019. The College has also been awarded the Gold Mental Health Award for Schools and is working towards the Artsmark standard.

Leicester city contains two Sixth Form Colleges, a large GFE and a small number of specialist and school sixth form providers. The large majority of new entrants come to Gateway College from the 11-16 age band schools who serve the local area. Other students transfer from 11-18 age band schools, from schools and colleges situated in the county area and beyond, as well as from Independent Schools. Gateway is the only Sixth Form College serving the north of the city and county.



## 2. Aims of Gateway College

At Gateway College we pride ourselves on the special care and attention we pay to meeting the needs of each individual student, negotiating a learning programme tailored to meet their needs within an orderly and supportive environment.



We are committed to the maintenance of high standards, to the care of the individual student and to providing every student with the opportunity to do well, succeed and contribute to the wellbeing of others.



We seek to develop in our students respect for other people, moral values and an understanding of the variety of traditions in a multicultural society.

We are proud of the quality of our environment and provision, and our responsiveness to individual needs. Our staff support this philosophy, and students and visitors to the College frequently comment on the welcoming and friendly atmosphere and the level of support and encouragement they enjoy.



**"I have loved being at Gateway and couldn't have done this without the support of my teachers." - Naima**



### 3. The Gateway College Culture

The central tenets of our college culture are mutual respect and success for all:

**Students come first:** First and foremost, the role of the College is to enable students to achieve their potential, and it is this belief that drives the culture and activity of the College. It is also embedded in the College's recruitment and personnel strategies and is expected that anyone who joins the College will share this philosophy.

All staff employed at the College are team players: Whilst every member of staff has a specific role to fulfil, their ability to do this successfully will depend to a large degree on their ability to:

- co-operate with others,
- lead by example
- support colleagues in whatever way is appropriate
- seek support when this is necessary to enable them to fulfil their role.

The extent to which individuals can work with others is a critical determinant in their appointment to the College.

Gateway College seeks employees who:

- care about the success of students and enjoy working with them
- set high standards for themselves and seek them in others
- are team players, with the ability to be a member of several teams
- enjoy challenges and working in a busy environment
- are totally professional and take pride in their work
- have excellent interpersonal skills and are good communicators
- demonstrate a can-do attitude
- want to work in a student-focussed environment

We only wish to employ people who continuously seek to improve the standards of the education and services we offer and who want to make a difference to the lives of young adults.



## 4. The Curriculum

Gateway offers a wide variety of courses leading to a range of qualifications from entry level to level 3 (Advanced), consisting of either GCEs or vocational courses. Internal progression to level 3 is offered by a full range of options at entry level and levels 1 and 2. A large proportion of our students undertake GCSE resits in English and or maths whilst they are with us to support their progression.

**We are No.1 in England for delivering Foundation Level 3 qualifications (MiDES 2019)**

**We have the highest achievement rate for 16-18 year old learners in Leicestershire (MiDES 2019)**

**Our GCSE maths pass rates are no.1 in England and students are twice as likely to pass their English re-sit than at any other college in Leicester (MiDES 2020)**

The College also caters for students with learning difficulties and disabilities (LLDD) and provides a specialist centre for physical care and support. These students are integrated across a full range of courses and are supported by [www.gateway.ac.uk](http://www.gateway.ac.uk) Education Care Support Workers (ECSW).

For more information about the curriculum go to the 'Courses' section of the website: [www.gateway.ac.uk](http://www.gateway.ac.uk)



## 5. Pastoral Care

Gateway aims above all to be a caring community in which all students can participate fully and feel that they are valued. Emphasis is placed on self-discipline, motivation and learning. The Schools pastoral system is provided through a team of staff who are dedicated to supporting the development and positive progression of all our learners.

High standards of behaviour, work and commitment are important to us to ensure that our students are well prepared for the world of work or further study. We provide both support and challenge to ensure that our high standards are met.

Gateway prides itself on its partnerships, working with schools, employers and universities. The College is a member of the consortium of Leicester schools and colleges who have established transition arrangements for smooth progression from school to college. There is a common application system in operation across the area that is used to co-ordinate and manage student applications





## 6. The Organisation

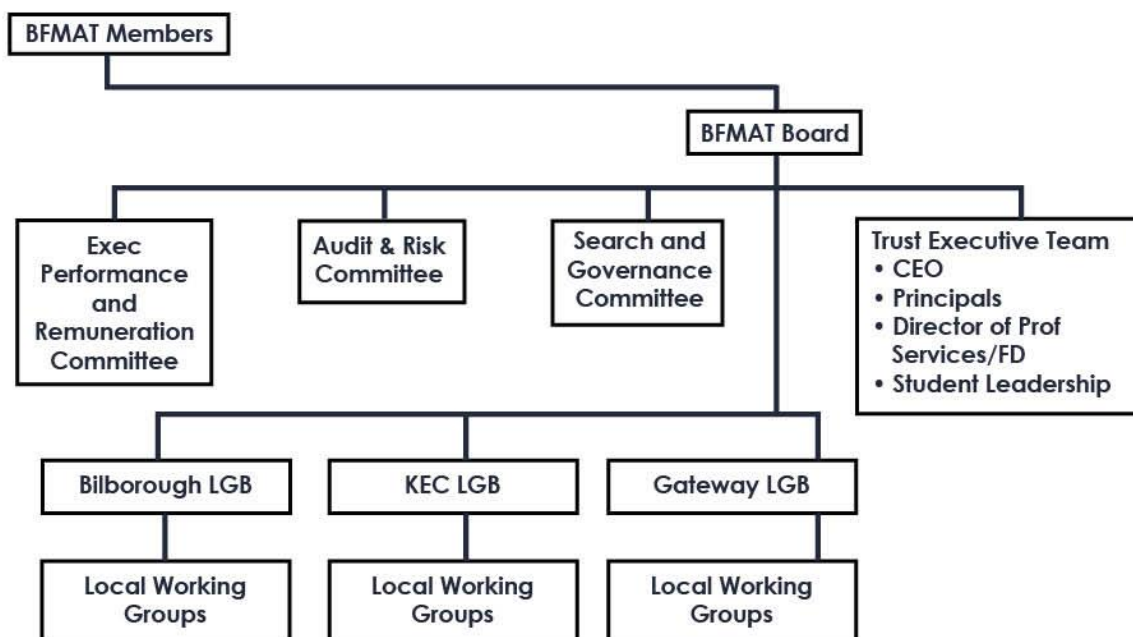
### 6.1 Governance

Gateway College Corporation was dissolved on 1st April 2020 and its operations were merged into Better Futures Multi Academy Trust (BFMAT). Gateway converted into a 16-19 Academy and became part of BFMAT.

This paper sets out the Governance arrangements that are in place after merger with particular reference to the creation of a Local Governing Body.

#### 1. BFMAT (a company limited by guarantee) Governance Structure Overview

The Better Futures MAT governance is structured as follows:



**Members of the Trust:** do not have a legal responsibility for the Trust's operation but oversee its operation and monitor its performance.

**The Trust Board of Directors:** has overarching responsibility for the operation and management of the Trust.

**Local Governing Bodies and Committees:** to assist the Trust's operation, the Trust Board delegates powers and functions to the LGBs and other committees. Such delegation is on a case by case basis, and powers and functions may be withdrawn or varied on notice by the Trust Board.





## 6. The Organisation

### 6.2 Leadership and Management



The College's Executive Team is led by the Principal and supported by two Assistant Principals.

The College's curriculum is currently organised into six departments with each area led by a Head of Department (HoD) supported by Curriculum Leaders.

Pastoral care is managed by Heads of School (HoS), supported by Programme Co-ordinators and Learner Performance Tutors (LPT).

Corporate Services support the curriculum and are provided by specialist teams such as Finance, MIS, IT and Student Services.



The College staffing comprises in excess of 120 individuals split between Teaching and Corporate Services.



## 7. Quality

Gateway College strives to embed a culture of continuous improvement for students and staff alike.

Following a challenging OfSTED inspection in 2016, the College was awarded a 'Good' grade 2 by Ofsted in October 2019 following a significant restructure and improvements made.

Our results in the summer of 2018 placed us in the top 25% for almost all areas of achievement and value added, and the number one college in the country for value added on the reformed L3 Extended Diploma qualifications and English and maths GCSE results. Since 2018 we have continued to see improvements in results and student progression.

The basis of the College's quality system has been reinforced as a process of review at all stages in the learning process and planning cycle. A systematic approach has been adopted to the collection of evidence on which to base judgements about performance throughout the organisation. Internal and external benchmarking has been applied in all of the curriculum areas. Challenging but attainable target setting, action planning, training and development, and monitoring are consequential activities that support and underpin improvement.

Students are encouraged to play a role in the review process, and their views help to formulate the College's plans for improvement. The learner voice is important to us and various strategies are used to hear and respond to student feedback.

**We are proud to be a part of our local community, inspiring young people to achieve their very best.**



## 8. Accommodation

The building is based upon a 'street and pod' design. Students are taught in a variety of classrooms comprising IT suites, laboratories, specialist workshops and standard classrooms.

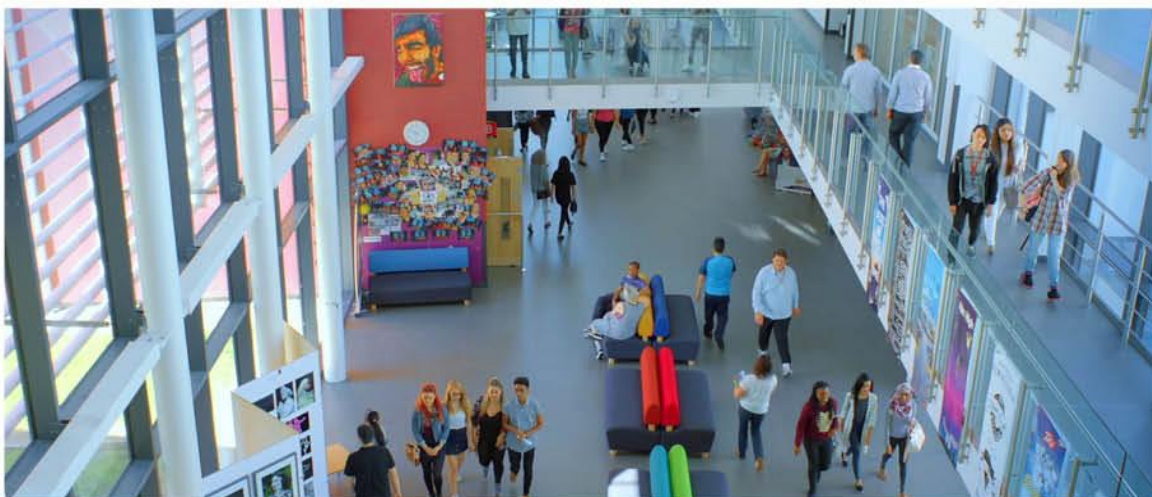
The range of facilities include a 156 seater theatre, a four court sports hall, a fitness suite, a football pitch, a multi-use games area, dedicated music rooms, a recording studio and specialist facilities for SLDD students. A large learning resource centre (LRC) provides opportunity for students to enhance their studies. An independent learning centre fully equipped with computers and printing facilities is available for students during their study periods.

The latest technology is available including modern ICT, laboratory and workshop facilities and building management systems.

The campus also boasts impressive sustainability features including biomass heating, photovoltaic cells, rainwater harvesting, natural ventilation systems and sustainable lighting facilities.

The College promotes sustainable methods of transport and has a £50 per year car parking charge in place for staff.

If you would like further details about the College please contact Gail Booth, HR Officer on 0116 2744500 or email [gbooth@gateway.ac.uk](mailto:gbooth@gateway.ac.uk)





## 9. Job Advert

Gateway College is a vibrant, multicultural sixth form college catering for around 1,300 students. In April 2020, Gateway joined the Better Futures Multi Academy Trust (BFMAT). The following opportunity exists to join a strong staff team based at our campus in Hamilton, Leicester.

**Human Resources Assistant (Ref: 24/01)**

**30 hours per week, term time only (working pattern negotiable)**

**Actual salary: £16,162 - £17,628**

An approachable and friendly person is required to provide a high standard of administrative support to the HR function.

The successful candidate should be well organised and have the skill to prioritise workload and meet tight deadlines. You should be sensitive and caring and understand the importance of confidentiality.

Duties will include processing Disclosure & Barring Service forms, inputting data, assisting with the recruitment and selection process and minuting meetings.

**Closing date: Monday 22nd January 2024**

**Interview date: Monday 29th January 2024**

Further details and an application pack can be obtained from [www.gateway.ac.uk](http://www.gateway.ac.uk) or Teaching and education jobs in LE5 1GA | Tes.

Further details and an application pack can be obtained from [www.gateway.ac.uk](http://www.gateway.ac.uk) or [Teaching and education jobs in LE5 1GA | Tes](https://www.tes.com/jobs/teaching-and-education-jobs-in-le5-1ga).



## 10. Job Description

**Responsible to: HR Manager**

**Tenure: 30 hours per week, term time only**

### **Duties and Responsibilities:**

#### **Administration**

- To undertake HR administrative functions as required by the HR Manager.
- To create and maintain employee records and update employment documentation as appropriate and ensuring all relevant changes are processed correctly and on time for the payroll deadlines.
- To support and maintain up to date information systems for monitoring Continuing Professional Development.
- To scan and archive all HR related documentation.
- To ensure staff qualifications are updated and maintained on a timely basis.
- To assist with the Equal Opportunities monitoring and recording of information with regard to recruitment of staff.
- To monitor and arrange staff probation, liaising with line managers, to ensure reports are received in a timely manner and take notes at review meetings.
- To act as minute taker within HR and other related groups.
- To undertake Reception duties during lunchtimes and other busy periods.

#### **Absence management**

- To support the HR Manager in sourcing cover for absence where necessary including liaison with employment agencies where required.
- To monitor and record staff absences via College systems, to include manual input of data and ensuring appropriate documents are completed by staff and line managers.
- To liaise with the HR Manager on matters relating to staff absence.



## 10. Job Description

### Recruitment & Selection

- To assist with pre-interview and new starter checks, including compiling offer letters, contracts, chasing up of all new appointment documentation in accordance with the appointment checklists (e.g. medical clearance, references, qualifications, DBS / Right to Work checks).
- To assist in the recruitment and selection procedure to ensure the efficient and effective running of interviews.
- To prepare shortlisting packs and notifying the HR Manager of any disclosures contained in application forms in line with the recruitment policy (e.g. adjustments required for interview);
- To assist in the preparation of correspondence relating to recruitment including interview, reference and reject letters to unsuccessful candidates.
- To provide administrative support in relation to the recruitment and induction of new staff.
- To process/record and monitor of all Disclosure & Barring Services (DBS) checks on all staff, external contractors, volunteers and other relevant personnel in line with appropriate guidance within the Safer Recruitment policy, ensuring the Single Central Record is kept up to date at all times.
- To liaise with the HR Manager on matters relating to DBS checks.

### Other duties

- To support and maintain up to date information for monitoring Continuing Professional Development.
- To provide advice to the appropriate level on good HR practice and procedures.

### Other

To undertake such other duties relevant to and connected with the smooth operation of the College as the Principal, or a designated alternative, may require.



## Person Specification

<b>ESSENTIAL</b>	<b>Method of Assessment</b>	<b>Short listing</b>
• A good general level of education, likely to be beyond GCSE or equivalent.	A	
• Excellent keyboard skills and the experience of using Microsoft packages and HR systems.	A/T	
• Recent experience of working in an admin post and maintaining computerised records with minimal supervision.	A	
• Excellent organisational skills with the ability to plan and deliver work to reasonable timescales and deadlines.	I	
• A professional understanding of confidentiality, trust and discretion at all times.	I	
• Recent experience of dealing with staff/customers/students.	I	
• Tact, diplomacy, integrity and balanced judgement in day to day work.	I	
• Ability to act independently using personal professional initiative, taking decisions and undertaking significant tasks in the absence of the HR Manager.	I	
• High levels of literacy and numeracy skills, including drafting and proof reading.	A/T	
• Skills and ability to draft confidential and sensitive correspondence on behalf of the HR Manager.	T	
• Possess a high level of interpersonal skills to relate to and communicate effectively with colleagues verbally and in written form.	A	
• Positive attitude, appropriate sense of humour, patience and professional cheerfulness.	I	
• Awareness of own strengths and areas for development.	I	

<b>DESIRABLE</b>		
• An understanding of pre-employment checks and safer recruitment practices.	A	
• An understanding of the role and practices of HR.	I	
• An understanding of the Education Sector.	A/I	
• Experience of dealing with problems under pressure.	I	
• Recent experience of working in a HR department	A	

A = Application form

I = Interview

T = Test



**This post is subject to enhanced disclosure from the Disclosure & Barring Service.**

**Gateway College is subject to the Safeguarding Vulnerable Groups Act 2006 which requires that any candidate appointed must produce:**

- **A DBS clearance certificate**
- **Proof of identity**
- **Proof of qualifications**
- **Proof of the right to work in the UK.**

**The above documents MUST all be produced BEFORE commencement of employment.**

*Gateway College is an equal opportunities employer, committed to equality in employment and services.*





# Gateway Sixth Form College

17 Colin Grundy Drive, Hamilton, Leicester, LE5 1GA

0116 274 4500 | [www.gateway.ac.uk](http://www.gateway.ac.uk)



Better Futures  
Multi-Academy Trust

Coventry  
University



Ofsted  
Good  
Provider



Artsmark  
Silver Award  
Awarded by Arts  
Council England

