



Applicant Information Pack

Curriculum Support Technician

Salary: From £18,593 - £19, 719

Closing Date: Tuesday 4th October, 4:00pm





Direct Line: (01782) 854210
E-mail: HR@stokesfc.ac.uk

Tuesday 20th September 2022

Dear Applicant

Curriculum Support Technician

Thank you for your interest in the above post. I hope this application pack and other documentation contains all of the information you need.

If, after reading the information, you are still interested in the post please complete an application form and return to HR@stokesfc.ac.uk. All candidates will be assessed against the information provided in the enclosed job description and the essential and desirable criteria outlined in the person specification, therefore, please consider the details in the job description and person specification carefully so that you know what the job involves and how you can match this in terms of your skills, abilities and knowledge. The information you provide in your application form and supporting information is the only information that we will have in deciding whether or not you will be shortlisted for an interview. Please do not attach a curriculum vitae or additional sheets as these will not be considered.

As part of the College's efficiency measures we do not send letters to unsuccessful candidates, therefore if you do not hear from us within one month of the closing date you may assume that your application has been unsuccessful.

If you require any further information or wish to discuss the post in more detail, please do not hesitate to contact me in the HR Department on (01782) 854210. A College Prospectus is available upon request.

Thank you again for your interest in the post and I look forward to receiving your completed application by 4th October, 4:00pm.

Yours faithfully,

Mark Kent, College Principal

About The City of Stoke on Trent Sixth Form College

The City of Stoke-on-Trent Sixth Form College is an Ofsted graded GOOD college. As the first purpose built Sixth Form College in the country, for over 50 years we have been delivering post-16 education to students. We have helped over 30,000 young people reach their potential by progressing onto universities, great jobs, and varied apprenticeships. With a wealth of experience, we are experts in the field of providing high quality education for all. The College's mission is 'A caring community, delivering excellence and inspiring futures.'



With over 60 courses available, this education goes well beyond success in qualifications, encompassing a wide range of clubs, societies, trips, work experience and extra-curricular experiences to inspire and develop the wider skills of every student. In a team of over 185 staff we are devoted to preparing over 1800 students to achieve more, making a meaningful impact on the world.

We are committed to constantly improving the quality of teaching, learning and assessment and inspiring our students to achieve more. In October 2017, Ofsted Inspectors graded the College 'Good' with several excellent features and praised staff and students for creating a supportive learning community.

Stoke-on-Trent is a unique city affectionately known as The Potteries with lots to see visit and explore. The College is located at the heart of Stoke on Trent, adjacent to Stoke Railway Station providing excellent travel links, we are in easy commuter distance, within up to an hours travel time from Birmingham, Nottingham, Manchester to name a few.

In September 2017, the college became the founding member of [The Potteries Educational Trust](#). Since then we have continued to grow working with many educational institutions from Stoke-on-Trent, Staffordshire and beyond, improving outcomes for all children and young people in the region.

As a member of staff, you will be encouraged to develop your skills and experience by working in collaboration with members of our growing Trust and our extensive professional development programme.

Whatever the ambition and passion of our students, the City of Stoke-on-Trent Sixth Form College has outstanding facilities to support their learning and progression. These include:

- *A NEW Digital Centre (opened in 2021) which includes the higher education hub and state-of-the-art computing labs.*
- *A technical and vocational hub to accommodate T Level provision in Science, Health, Education and Business/Finance opening in 2022/2023.*
- *Shared usage of a specialist science Centre with university standard laboratories.*
- *High quality dance studio and performing spaces.*
- *Digital creative suites and art workshops.*
- *Sport and Leisure Facilities at Fenton Manor Sports Complex and Staffordshire University*
- *Refectory and coffee shop*



Our Employee Benefits

- The College offers a Pension Scheme for all our employees to access in order to help plan for their retirements.
- We are committed to offering flexible employment opportunities enabling staff to strike a sensible balance between home and work life. Wherever possible, we are open to discussing a range of flexible working options including reduced/compressed hours; remote working; flexible start and finish times.
- We offer a robust and supportive induction, peer support and a comprehensive programme of professional development, we pride ourselves on the achievements of our colleagues as professional members of our community. We offer dedicated training days for all staff and support employees in attending external courses and gaining professional qualifications where permissible.
- Employees are entitled to register for our cycle to work and computing schemes, where you are able to purchase bikes and the latest IT equipment and mobile phones with convenient monthly payments automatically deducted from your salary. Make NI savings and spread the cost over a period of 12 months.
- We have an employee assistance programme which is available to all staff and immediate family members. As part of this, employees have access to our health and wellbeing portal, provided by Health Assured, which includes free face to face counselling and telephone support for a whole variety of issues, worries and concerns.
- The College offers Occupational Maternity, Paternity and Adoption Schemes where you may be entitled to enhanced occupational leave and pay.
- The College offers generous annual leave entitlement to all whole year Support Staff with a minimum of 22 days to a maximum of 33 days plus 3-5 local days at Christmas and 8 bank holidays. All entitlements are pro-rata for part time positions.
- Free eye tests and discount vouchers available to use at Specsavers.
- The college has an on-site Canteen area as well as a Costa Coffee Shop. There are various seating areas where you can sit and enjoy your breaks and visitor/team meetings etc. This includes the refectory, Costa café area and a decking area outside. In the summer this is a great facility to enjoy the sunny weather and also have a BBQ.



The City of Stoke on Trent Sixth Form College is a thriving, lively and successful Sixth Form College, at the heart of the University Quarter in Stoke on Trent. The College is part of the Potteries Educational Trust working collaboratively with educational institutions from across Stoke on Trent and Staffordshire. The College is currently graded Good by Ofsted.

We have fantastic opportunities for innovative, ambitious and committed individuals to join our college at a time of exciting curriculum initiatives and developments. The successful applicants will join the college at a time of growth and opportunity. To deliver our expanding provision, the college has invested in:

- A state of the art digital facility that opened in November 2020
- A specialist facility to accommodate T Level provision in Science, Health, Education and Business/Finance opening in 2022/2023
- Specialist equipment that enables teachers to provide high quality learning and skill development experiences for our young people.

We are actively seeking people with passion, expertise and who are excited about supporting students on their career journey.

Curriculum Support Technician

(Full Time, Fixed Term until August 2023, Term Time + 5 days)

Salary: £18,593 - £19,719

Benefits include annual leave, pension scheme, free on-site parking

We are looking to appoint an Administrator to provide an efficient and effective service that supports teaching staff, individuals and groups of students to improve student outcomes. To work flexibly supporting staff and students on vocational and T Level courses.

If we receive a high volume of applications we reserve the right to close any vacancies from further applications. Please ensure you apply without delay if you wish to be considered for this role.

For further details and an application form please visit the College's website: www.stokesfc.ac.uk, or email HR@stokesfc.ac.uk. Alternatively, telephone Human Resources on (01782) 854210.

The College is committed to Equal Opportunities. Applications are particularly welcome from members of the ethnic minorities who are currently under represented at the College.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You should note that an enhanced DBS Disclosure will be required prior to taking up an appointment with the College.

Job Description

Curriculum

Support

Technician (Digital, Audio, Visual)

37 hours per week, Term Time Only + 5 Days (Fixed Term until August 2023)

SALARY: Scale 3 (£18,593 - £19,719 per annum pro rata)
(Actual salary approximately £16,367 - £17,359 per annum)

LOCATION: City of Stoke on Trent Sixth Form College

REPORTS TO: Assistant Director of TLA - CAP

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined below.

POST OBJECTIVE

The main focus of the role is to provide an efficient and effective service that supports teaching staff, individuals and groups of students to improve student outcomes. To work flexibly supporting staff and students on vocational and T Level courses.

GENERAL DUTIES AND RESPONSIBILITIES

- To participate in College processes as required.
- To work flexibly in the interests of the College as required.
- To comply with the Colleges policies and codes of practice in relation to Health and Safety, Equality and Diversity and Quality Assurance.
- To participate in the College Performance Management Scheme and undertake staff development activities as appropriate.
- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with, and outside of this, to exercise vigilance at all times.
- To be a nominated first aider and undertake relevant training as necessary.

- To be aware of the policy, procedures and safe working practices expected of all staff relating to the processing of personal information and Data Protection.

POST SPECIFIC DUTIES AND RESPONSIBILITIES

Teaching and Learning

- Assist with technical and practical support to students and staff on vocational and T Level courses.
- Facilitate workshops and learning activities in classrooms and other learning environments to support the classroom teacher in developing students' specialist technical skills i.e. using software, operating cameras, erecting stage lighting, operating sound equipment.
- Train students in the safe and effective use of equipment and software.
- Assist with the preparation and organisation of audio/visual learning resources for staff and students
- Support subject teachers with assessed performances and practical activities, for coursework and external assessment

Managing Resources

- Manage and maintain equipment, including the completion of a booking system that is shared with teachers and students, making repairs where possible, and placing orders for new and replacement items as required
- Perform checks and audits of specialist equipment and materials.
- Liaise with relevant Curriculum Managers to identify resource needs and to provide recommendations for cost-effective purchases.
- Liaise with wider college teams i.e. IT services to ensure that digital equipment/software is relevant and up to date for students.

Cross college/PET support

- Assist in the preparation and operation of exhibitions, live events, liaison activities and performances for the College and Trust
- Liaise with the college's professional services team to ensure that college priorities are being met.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY (Application, Task, Interview)
Qualifications			
Level 2 Qualification (or equivalent).	✓		Application / Certificates
Level 3 Qualification (or equivalent).		✓	Application / Certificates
Technical qualification in the relevant subject area.		✓	Application / Certificates
Professional development, skills, experience and knowledge			
The ability to relate and build a rapport with all members of staff.	✓		Interview
The ability to relate to young people and provide clear instruction, advice and support to individuals and groups.	✓		Interview / Task
Competency in using the relevant tools, equipment and software, i.e. Adobe Creative Cloud, Logic Pro, DSLR cameras, immersive technology	✓		Application / Interview / Task
Competency in setting up for live performances i.e. stage lighting, levels for sound,	✓		Application / Interview
An awareness of Health and Safety procedures and legislative requirements.	✓		Application / Interview
Personal skills and attitudes			
Ability to communicate to a diverse range of people at all ages and levels, verbally and in writing.	✓		Application / Interview
Excellent inter-personal skills.	✓		Interview
Flexible in approach.	✓		Interview
Commitment and interest to student support.	✓		Application / Interview
The ability to work under pressure.	✓		Application / Interview
The ability to work as part of a team.	✓		Interview / Task

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

employees are subject to an enhanced DBS (CRB) Disclosure prior to taking up an appointment with the College.