

Background Information

for Applicants

Thank you for your interest in BSix Sixth Form College

Aspire Study Achieve

Aspire-Study-Achieve: BSix's Mission

BSix was set up in 2002 to raise the aspirations and achievements of young people in the East End of London. BSix is a sixth form college of a new type. It is comprehensive in two senses. First, we offer courses from entry through to advanced, educating young people who have no prior qualifications as well as those aspiring to study at Oxbridge. Second, we offer a wide range of courses and subjects including Business, Health and Social Care, Public Services, ESOL, Hair and Beauty as well as a wide range of A Levels.

The College is located in Hackney, one of the most deprived boroughs in the country. 47% of the adult population is jobless. It is one of the most diverse areas in the country.

About half of our students come from Hackney and the rest from all over London. Our student body is extremely diverse. The two biggest groups are young people of African heritage (33%) and African-Caribbean heritage (16%). The gender balance is 56% female and 44% male. The majority come from families with no history of higher education. 60% of students are in receipt of EMA payments and 97% of students engender disadvantage uplift in funding, the second highest in the sixth form college sector.

This is the context of our work. We aim to break the link between social deprivation and underachievement. We are determined to be a top quality, high achieving college. Our basic premise is that everyone is educable. Planning and preparation for progression – to the next level, into employment and on to university – are therefore central to what we do.

The College is led by a Senior Management Team and a wider College Management Team. Teaching is organised in eight departments:

- **Business, Public Services and Health**
- **Creative and Performing Arts**
- **English and Languages (including ESOL)**
- **Gateway (entry and Level 1)**
- **Hair, Beauty and Sports**
- **Humanities**
- **Mathematics and ICT**
- **Science**

The College employs 72 teachers, 17 managers (including teacher managers) and 63 support staff. There are plenty of opportunities for taking on additional responsibilities and participating in cross-college groups and projects. We encourage teachers to become action researchers; outstanding (grade 1) teachers can become Advanced Pedagogy Advisers, working with a whole department on teaching and learning; good (grade 2) teachers can become Teacher Leaders, working one-to-one with teachers on their pedagogy.



Aspire Study Achieve

High standards for all

We run entry level courses in ESOL and Skills for Working Life. At Level 1, we run a range of BTEC Introductory Diploma courses. At Level 2, we offer a range of BTEC First Diploma courses as well as a GCSE retake programme. At advanced level, we offer an extensive range of AS/A2 Levels and a number of BTEC National Diploma courses.

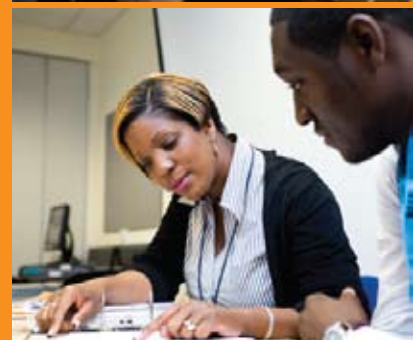
The curriculum is structured to encourage internal progression, allowing young people to move through the levels at an appropriate pace. It is also intended to raise expectations. All students are encouraged to obtain qualifications in English and Mathematics, where appropriate. All students are expected to complete a full Diploma at BTEC or to achieve three A2s and an AS in two years.

All of our teachers act as tutors to a group of students. The tutorial sessions are focused on reviewing students' progress and exploring how they can improve their work. Tutors, in addition, are expected to monitor students' attendance and punctuality. We also run a range of enrichment activities and events and are due to re-launch these, together with additional learning opportunities, as 'BSeven: An Extended College'.

We are strongly committed to working in partnership with parents and carers. We communicate with them regularly; write reports for parents/carers; and hold consultation evenings to discuss progress.

Our results, although they remain below national benchmarks, have been improving significantly since 2008. We are now sixth out of the 46 London colleges in the post-16 performance tables. Our value-added is the best for all colleges in London and places us in the top 5% of all schools and colleges in the country. A full inspection in March 2009 and a focused monitoring visit in November 2009 both concluded that the College is making significant progress.

This fact is beginning to be acknowledged. The College has just received Investors in People status. The college has also won the Learning and Skills Improvement Services Award for Representative Organisation of the Year in 2009. This was awarded for our Learning Advocates programme in which students are trained to observe lessons, undertake research and 'mystery shopper' activities.



A university for teachers

A 'university for teachers' is a nice line but we want to make this more than an attractive slogan. We want every teacher, manager and member of our services staff to feel that they are better at their jobs for having been at the College.

We run an extensive programme of staff development. This includes an MA in Teaching and Learning run by the Institute of Education. We offer a Coaching Certificate accredited by Middlesex University. There are three management development programmes. One is for senior managers and another for college managers. The third is for aspiring leaders, members of services and teaching staff who are ambitious to take on more responsibility. All three courses are characterised by a desire not only to provide practical training (in matters like budgeting and planning) but also to explore the emotional and cultural dimensions of leadership.

There are several whole days of cross-college staff development. In addition, there are teachers' development sessions on Friday afternoons (3.45-5.00). More and more, we are drawing on our own resources and capacity. Teachers, managers and services staff are increasingly sharing their expertise and developing their colleagues. This is helping to nurture a genuine learning culture which will ensure that our improvement will continue.

Finally, all of these activities take place in a safe and secure environment. The College is clean and well-maintained. The facilities are very good. These include: a student-run Art Gallery, purpose-built theatre, hairdressing salons, state of the art laboratories, sports hall with multi-gym, art and design studios and media suites together with excellent music facilities.



Checklist

Please ensure you have all the documents required

- Letter from the Principal
- Background information for applicants
- Application Form
- Job description and person specification
- Prospectus

If you are missing any of the above please contact the Human Resources Department on **020 8525 7150**

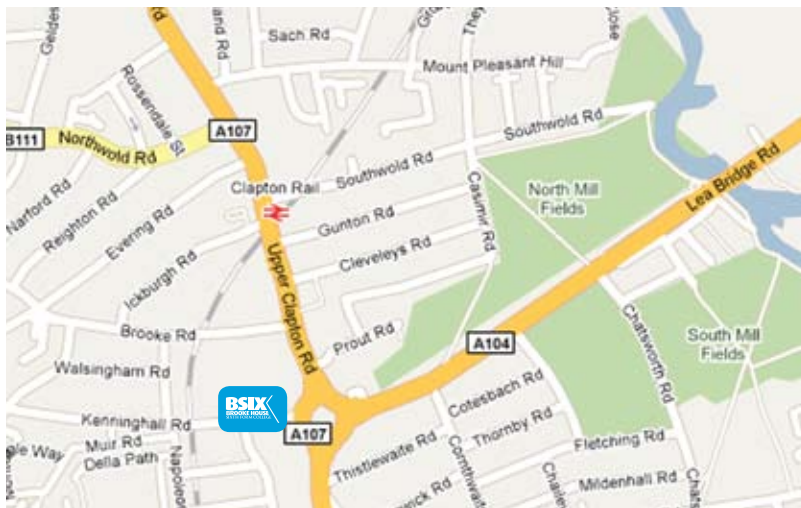
Premises

The college operates from one site. The address is as follows:

BSix Brooke House Sixth Form College

Kenninghall Road
Hackney
London
E5 8BP

Please see map below. We have also provided routes to the college:



TRAVEL INFORMATION

Tube Station	Seven Sisters , Finsbury Park, Liverpool Street Station (Chingford train from Liverpool Street Station to Clapton Station)
Railway Station	Clapton Railway Station
Buses:	106,253, 254 (from Finsbury Park) 106,253,48,38, 55 (From Hackney Central)



Equal Opportunities

Our policy is to ensure that no applicant, student or member of staff receives less favourable treatment on grounds of race, gender, age, national or ethnic origin, religion, marital or parental status, sexual orientation or disability.

The college undertakes to implement this policy through agreed action programmes which will be monitored. It also undertakes to publicise this policy and all associated programmes within the college and to make them known to prospective students and staff.

Equal Opportunities Monitoring

To ensure that the equal opportunities policy remains effective monitoring of applications is carried out. This monitoring slip is detached prior to shortlisting and is not seen by those involved in making shortlisting decisions. The content of the slip is treated in strictest confidence. The information that you provide will form part of a confidential statistical record which will not be used for any other purpose than the analysis of the college's equal opportunity policy.

Criminal Record Bureau

In accordance with the College's legal obligations candidates whose applications are successful will be required to undergo a Criminal Record Bureau Disclosure. Our organisation complies fully with the Criminal Records Bureau's Code of Practice, a copy of which is available on request. Having a criminal record will not necessarily be a bar to obtaining employment.

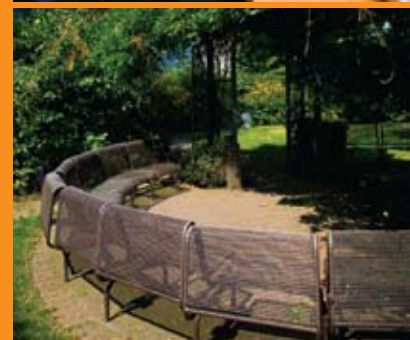
The application form has several sections. It is important that all sections are completed and you sign and date the form.

Some general points:

- Complete this form neatly and clearly. If you are hand writing the application form please use black ink as the application form will be copied several times for the shortlisting panel.
- Please do not send a CV. Completing the application form allows you to provide us with all the information we need and your supporting statement should refer to qualifications and experience relevant for this post. Give evidence of how you meet the person specification and briefly explain how you will carry out the role and contribute to the work of the college.

Reference

Write the names of two people who are willing to write references for you and can provide current information about your suitability for the post you have applied for. If you are currently in work, one of your referees must be your present employer.



Writing your Supporting Statement

This is the most important part of your application form as this is how you explain how your skills, experience and qualifications match the person specification for the job.

- Please read the job description and person specification carefully so you know what the job entails and the range of experience required.
- Give examples and evidence to show why you think you've got the right skills and abilities for the job. Fill this out by giving us the details of your experience and what you have achieved.
- Use positive statements about yourself.
- Please make sure that you say something to cover each point of the person specification. It might be useful to use the same numbering on the person specification as a guideline.
- When writing about your commitment to equal opportunities please give some concrete examples of your own experiences.
- Your Supporting Statement should be no longer than two sides of A4. A very long statement is not necessary. It may be an idea to start writing your statement in rough first and when you are happy with your statement write or type it up neatly.

Please return your completed application form to:

The Human Resources Manager
BSix Brooke House Sixth Form College
Kenninghall Road
Hackney
London
E5 8BP

Procedure after your application is submitted

After the closing date, Human Resources ensure that all application forms (without the equal opportunities monitoring forms) are sent to the shortlisting panel. Shortlisting usually takes place within 2 weeks following the closing date. A panel of at least 2 people will select the shortlist for the interview. The shortlisting is based on the information given in the application form and supporting statement. Each applicant is assessed against the person specification for the post and those who clearly meet the criteria are selected for interviews. Candidates who have not been contacted within 3 weeks of the closing date should presume they have not been shortlisted on this occasion. BSix does not usually give feedback to candidates who have not been shortlisted but if you require feedback please request this in writing to the Human Resources Department.

Shortlisted candidates will be contacted and invited to attend an interview. They will be advised of any special arrangements such as tests or presentations for the interview day. Candidates will normally be advised of the result as soon as practicable after the interview.

References for shortlisted candidates may be requested prior to the interview being held, unless indicated to the contrary on the application form. All appointments are conditional upon satisfactory references, CRB clearance and medical report.

A contract of employment will be sent to the successful candidate as soon as practicable after the interview.



Complaints

We endeavor to ensure that every stage in our recruitment process is fair and carried out in a professional manner. We hope you feel that you have been treated fairly, even if you are not successful in your application.

If you are unsuccessful and feel that feedback on your interview may be helpful, please contact the Human Resources Department who will be pleased to arrange for this to be given to you wherever possible.

If you have any other queries please contact the Human Resources Department on 020 8525 7150.

