Varndean
Sixth Form College

RECRUITMENT INFORMATION PACK

HEAD OF GOVERNANCE

CLOSING DATE - 30TH NOVEMBER 2026



TRANSFORMING LIVES THROUGH EXCEPTIONAL EDUCATION

Head of Governance
Part time – 15 hours per week, full year (hours to be flexible to meet the requirements of the Corporation and Committee cycle)
Permanent
Band 7 of the SFCA Support Staff Pay Scale, Point 26 – £45,750 per annum (full-time equivalent). Actual salary £18,547 per annum, based on 15 hours per week.

Varndean Sixth Form College is a thriving and successful college with an excellent reputation for high outcomes, providing an inspirational student experience and adding value to all of our community. Situated in the vibrant city of Brighton and Hove we are proud of our strong sense of community, our commitment to transforming lives through education and our reputation for innovation. With a dynamic and forward-thinking culture, we are passionate about creating opportunities for all our students to flourish.

We are seeking an experienced, independent, and insightful professional to serve as our Head of Governance. As the Corporation's principal adviser on governance, you will play a pivotal role in ensuring effective governance, constitutional compliance, and continuous board improvement.

Working directly with the Chair of the Corporation, Committee Chairs, Governors, and the Principal/CEO and senior leaders, you will bring authoritative, impartial advice and constructive challenge, supporting the Corporation to fulfil its responsibilities and maintain the highest standards of governance.

Key Responsibilities

- **Governance Advice & Assurance:** Act as the independent adviser to the Board and senior leadership on constitutional, regulatory, legal, and procedural matters under the Instrument & Articles of Government and FE codes.
- **Board & Committee Management:** Drive the annual governance cycle, formulate forward plans, refine meeting agendas, and ensure accurate, high-quality minute-taking and record-keeping.
- **Board Effectiveness & Development:** Lead governor recruitment, induction, skills audits, and annual self-assessment processes to maintain a high-performing Corporation.
- **Compliance & Records:** Oversee statutory registers, website disclosures, risk management alignment, and annual governance declarations.
- **Professional Relationships & Independence:** Maintain trusted working relationships across senior leadership and the Board while upholding strict professional independence.

About You

We are looking for a candidate who brings:

- **Professional Qualifications & Experience:** A relevant governance qualification (CGI/ICSA or equivalent) or substantial experience advising a governing body/Board within FE, education, or another regulated sector.
- **Expertise & Sound Judgement:** A strong understanding of governance frameworks, statutory compliance, and the confidence to offer constructive challenge when required.
- **Communication & Organisational Skills:** Excellent written communication, meticulous attention to detail, and the ability to manage a complex governance cycle efficiently.
- **Professional Relationships & Diplomacy:** Strong interpersonal skills, discretion, and the credibility to build strong, trusted working relationships with governors and senior leaders.

Why Join Varndean Sixth Form College?

At Varndean Sixth Form College, you will be part of a welcoming, ambitious and inclusive community where students and staff are encouraged to thrive. This is an opportunity to make a real difference, playing a key role in supporting effective governance and helping to shape the College's future. We offer a supportive and collaborative working environment, with a flexible approach to working that reflects the needs of the Corporation and its committees.

The College is committed 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.

To Apply:

For further information please see the candidate information pack. Completed applications must be received by the closing date below. We cannot accept CVs unless accompanied by a completed application form.

Closing date: 12 noon on Monday 30th November 2026

Interviews: Monday 14th December 2026

Job Description

Job Title:	Head of Governance
Department:	Principalship
Grade:	SFCA Support Staff Band 7, point 26 - currently £45,750 pro rata per annum. Actual salary £18,547 per annum.
Hours:	15 hours per week, full year (flexible hours needed to meet the requirements of the Corporation and Committee cycle)
Responsible to:	Chair of the Corporation (for Governance and Corporation business) Principal/CEO (for employment, resources and day to day organisational matters)
Contract:	Permanent

This job description complements that relating specifically to the post and Conditions of Service as laid down in SFCA Support 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

The Head of Governance is the College's principal professional adviser on governance, responsible for supporting the effective operation and continuous improvement of board oversight at Varndean Sixth Form College.

The postholder will provide independent, authoritative advice to the Corporation, Chair, Committee Chairs, governors, and senior leaders on constitutional, regulatory, procedural, and governance matters.

This is a senior, part-time role focused on delivering high-quality advice, assurance, Board effectiveness, and the smooth operation of the Corporation and its committees. In matters relating to Corporation business, the postholder will have direct access to the Chair, maintaining the professional independence necessary to provide impartial guidance to the Corporation.

Key Duties & Responsibilities for Principal and Senior Management:

Governance Advice and Assurance

- Act as the College's principal professional adviser on governance matters.
- Provide independent advice to the Chair, Corporation, committees and individual governors on their powers, responsibilities and duties and on appropriate governance practice.
- Advise the Principal/CEO and senior leaders on matters relating to the Corporation and governance.
- Maintain an up-to-date understanding of relevant legislation, Department for Education requirements, the College Financial Handbook, governance codes, regulatory guidance and sector good practice.
- Ensure that the College's governance arrangements operate in accordance with the Instrument and Articles of Government, Standing Orders, the Scheme of Delegation and other constitutional requirements.
- Advise where proposed Corporation or committee action may be outside its powers, inconsistent with constitutional or regulatory requirements, or otherwise present a material governance concern.
- Lead the maintenance and periodic review of the College's governance framework, including Standing Orders, committee Terms of Reference, the Scheme of Delegation and relevant governance policies.
- Advise on the appropriate exercise and recording of delegated authority, conflicts of interest and decision-making.

Corporation and Committee Effectiveness

- Develop and maintain the annual governance cycle, Corporation and committee calendar and forward plans.
- Work with the Chair, Committee Chairs, Principal/CEO and senior leaders to develop effective agendas and ensure that Board business is well planned and aligned with the College's strategic priorities.
- Support senior leaders to ensure that papers provided to governors are timely, relevant, clear and of a consistently high quality.
- Attend Corporation and relevant committee meetings as Governance Professional and provide procedural and governance advice during meetings.
- Ensure that accurate, concise and appropriate minutes and records of decisions are produced and maintained.

- Maintain governance action logs and ensure that agreed actions are appropriately followed up.
- Ensure that decisions, delegations and recommendations are appropriately recorded and communicated.
- Maintain appropriate arrangements for confidential business, publication of governance information and secure retention of Corporation and committee records.

Board Effectiveness and Development

- Lead the annual Corporation and committee self-assessment process and support the development and monitoring of resulting improvement priorities.
- Coordinate external governance reviews and support implementation of resulting actions.
- Undertake regular Board skills reviews and advise the Chair and Search & Governance Committee on Board composition, skills, diversity, succession and recruitment priorities.
- Lead governor recruitment, appointment and reappointment processes in accordance with the College's constitutional requirements.
- Coordinate effective induction and an appropriate programme of development for governors.
- Support appraisal and review arrangements for the Chair, governors and the effectiveness of the Corporation and its committees, as appropriate.
- Benchmark the College's governance arrangements against sector good practice and advise on opportunities for continuous improvement.

Governance Records and Compliance

- Maintain the definitive record of Corporation and committee membership, including terms of office, vacancies and succession requirements.
- Maintain registers of interests, attendance, eligibility, training and other statutory and governance records.
- Ensure that appropriate governance information is published on the College website and remains accurate and up to date.
- Maintain an annual governance compliance calendar and coordinate relevant governance returns, disclosures and reviews.
- Support preparation of the governance statement within the College's annual report and financial statements.

- Liaise with internal and external auditors and relevant external bodies where governance matters arise.

Relationships and Ways of Working

- Develop effective and trusted working relationships with the Chair, Principal/CEO and Senior Leadership Team whilst maintaining the professional independence of the Governance Professional.
- Support effective three-way communication between the Chair, Principal/CEO and Governance Professional.
- Facilitate effective communication between Governors and College leadership and support appropriate engagement between the Corporation and the wider College community.
- Attend Senior Leadership Team meetings where governance, assurance or matters relevant to the Corporation are being considered, as appropriate.
- Participate in relevant professional and sector networks and maintain awareness of emerging governance practice.
- Work effectively with College administrative colleagues, drawing on appropriate support for meeting logistics, document collation and other routine administrative activity, whilst retaining professional responsibility for the quality and effective operation of governance processes.
- Manage priorities effectively within the 15 hour working week, focusing time on high-value governance advice, assurance and Board effectiveness.
- Work flexibly across the year in response to the governance cycle, including attendance at evening Corporation and committee meetings.

Risk and Assurance

- The postholder will support the Corporation's oversight of organisational risk, internal control and assurance as part of the governance role.
- Operational ownership and management of College risks will remain with the Principal/CEO, senior leaders and designated risk owners.

Equality & Diversity

- To advise the Corporation on its statutory duties regarding equality, diversity, and inclusion, ensuring these are embedded in governance processes, board decision-making, and governor recruitment.

Safeguarding

- To assist the Corporation in fulfilling its statutory safeguarding duties by monitoring and scrutinising the College's systems and procedures to ensure they:

- Protect children and vulnerable adults from abuse or neglect.
- Prevent the impairment of students' health and development.
- Promote healthy lifestyles and equip young people with the knowledge to keep themselves safe.
- Maintain a supportive environment that enables students to achieve optimum life chances and transition into adulthood successfully.

General Responsibilities

- To apply the College's own Safeguarding policy and practices.
- To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- To participate in training and other learning activities and performance development as required.
- To undertake such other duties as may be reasonably expected commensurate with the level of the post.

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.

Nov 26

Person Specification		
Job Title: **Head of Governance**		
	Essential	**Desirable**
Qualifications/ Professional Development	• A relevant governance qualification, or equivalent substantial professional experience. • Commitment to continuing professional development.	• Advanced governance, legal, chartered governance or related professional qualification.
Governance / regulated-sector experience	• Significant experience supporting a Board, Corporation or equivalent governing body, or senior-level governance, legal, regulatory, audit, assurance or board support experience in a regulated organisation.	• Experience within an FE or sixth form college governance environment.
Governance knowledge	• Strong understanding of governance principles, Board/executive relationships, accountability, delegation, independence and regulatory compliance.	• Detailed knowledge of FE corporations, Instrument and Articles of Government, the College Financial Handbook and FE governance codes.
Professional advice	• Ability to interpret legislation, regulation and guidance and provide clear, authoritative and independent professional advice, including constructive challenge where required.	• Experience advising Chairs, Principals/CEOs, senior executives or equivalent leaders.
Board and committee support	• Experience of developing agendas and forward plans and producing high-quality minutes, decision records and governance documentation.	• Experience supporting complex Board and committee meetings.
Board effectiveness	• Experience supporting organisational or Board improvement, evaluation and development.	• Experience leading Board self-assessment, skills reviews, governor development or

		• external governance review actions.
Communication	• Excellent written and verbal communication skills, including the ability to distil complex matters into clear advice and concise, accurate records.	• Experience producing governance or assurance reports for external or regulatory audiences.
Relationships and independence	• Ability to establish trusted relationships at Board and senior leadership level whilst maintaining professional independence, sound judgement and appropriate boundaries.	• Experience working directly with regulators, auditors or external assurance providers.
Organisation and prioritisation	• Excellent organisational and prioritisation skills, attention to detail and the ability to manage a complex annual governance cycle effectively within a part-time role.	• Experience using annual governance plans, compliance calendars or similar systems.
Digital capability	• Strong digital skills and confidence in using electronic documents, meeting and information-management systems to support efficient and modern governance practice.	• Experience using a Board portal or specialist governance software.
Risk and assurance	• Sound understanding of organisational risk, internal control and assurance and the distinction between governance oversight and management ownership.	• Experience supporting Board or committee oversight of risk and assurance.
Key Competencies and Personal Attributes	• Professional credibility and the confidence to advise and appropriately challenge senior leaders and governors. • Independence of judgement and a clear understanding of the distinction between governance and management. • Excellent interpersonal skills	

	and the ability to build trusted relationships with a wide range of stakeholders. • Political sensitivity, diplomacy and discretion. • Excellent written communication and minute-writing skills. • The ability to analyse complex information and identify governance implications. • A proactive, organised and proportionate approach, with the ability to anticipate governance requirements rather than simply respond to them. • A commitment to efficient, modern ways of working and continuous improvement. • Commitment to the values, strategic objectives and educational purpose of Varndean Sixth Form College.	

Varndean Sixth Form 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 DBS checks through the Disclosure and Barring Service. Please note, candidates' suitability to work with young people will be explored at interview.


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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

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

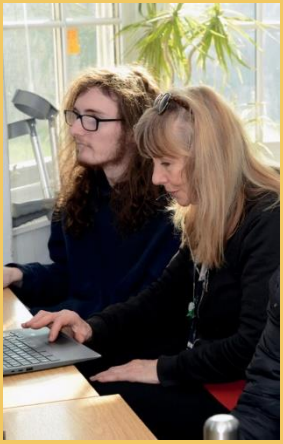
Our Staff

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 show 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.


AKU
THE NIGHT HAS NO MOON,
IT HAS AS MANY AS A RAVEN.
BUT YOU CAN HEAR FAR AWAY
WHISPERS OF THE STARS AND
TREES AND SHINE BIGGER
BRIGHTER THAN
THE REST.






STAFF
STAFF






STAFF
STAFF

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

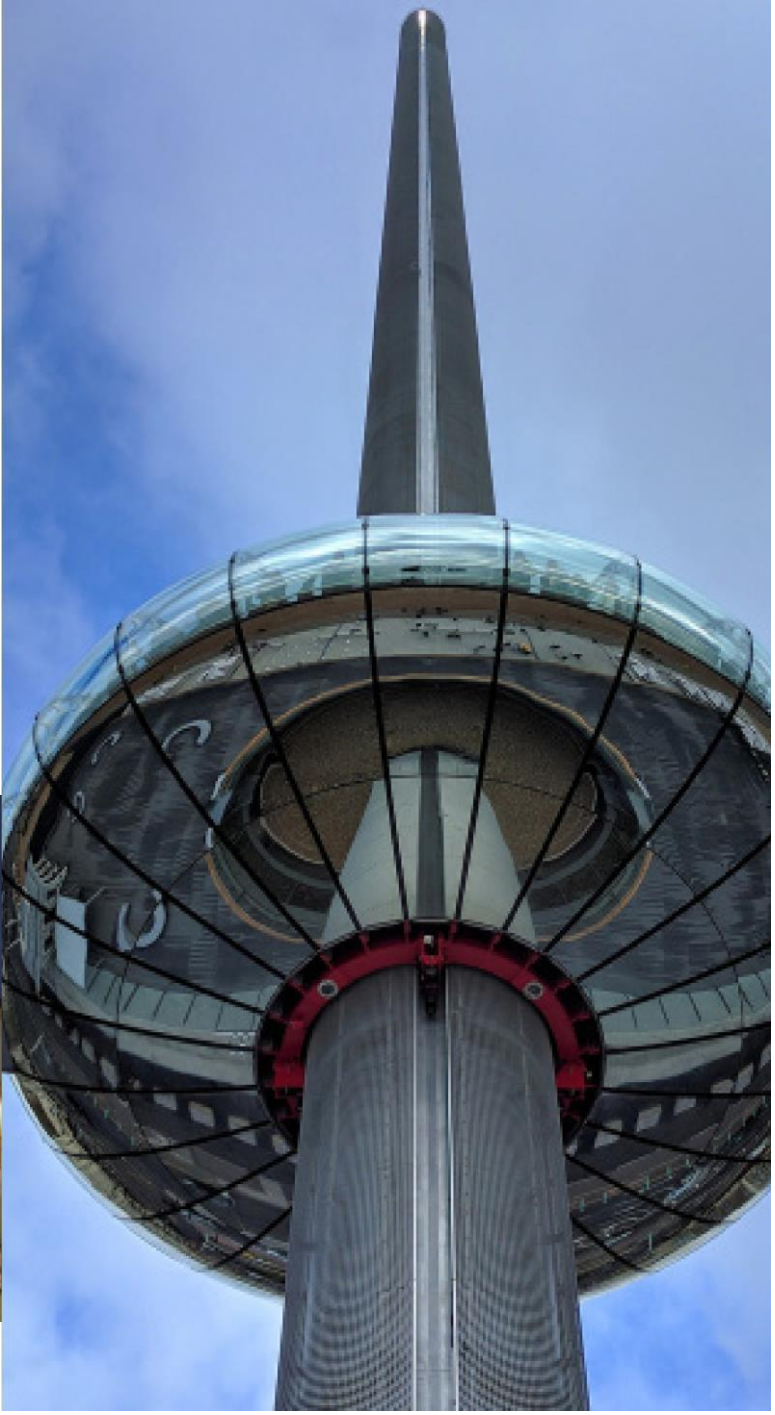
Park, with the South Downs and Devil's Dyke being only a short drive away.



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.










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