



**JOSEPH
CHAMBERLAIN**
SIXTH FORM COLLEGE

Ofsted
Outstanding
Provider



APPLICATION PACK

HR Officer

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INTRODUCTION FROM THE PRINCIPAL

Dear Colleague,

Thank you for your interest in the position of HR Officer at Joseph Chamberlain Sixth Form College. This is an excellent opportunity for a remarkable candidate to work in a large, inclusive and highly successful Sixth Form College near central Birmingham. I am always really proud and excited to be leading our exceptional college, where the staff and students are an absolute pleasure to work with.

Our 16-18 year old students come from diverse backgrounds and, being placed in one of the more deprived areas of the country, presents us with some challenges. However, what makes Joseph Chamberlain College so special, and such an energising place to work at, are the rewards that come from seeing those same students achieve phenomenal success and develop as confident, aspirational young adults who enter Higher Education at the end of two years with us. We take great pleasure in knowing that we make a really positive difference to the lives of hundreds of young people each year, setting them off on the right path to secure excellent careers in the future. In addition, our separate Adult Learning Centre provides an outstanding curriculum at all levels to our local community, with a particular focus on improving the English and maths skills for students whose first language is not English.

Since I joined the College, I have watched it grow from strength to strength. Our achievement rates are consistently high and the progress our students make places us in the top 25% of all school sixth forms, Sixth Form Colleges and FE Colleges in the country. We are the highest performing Sixth Form College in the Midlands and, in our most recent Ofsted inspection of December 2023, we were once again awarded their highest grade of 'outstanding' in all categories. This is, I believe, because our teachers are some of the best in the country and they are relentless in their dedication to our students. Our teachers are also ably supported by fantastic support service teams, who are equally dedicated and committed to ensuring the success of the students we work with.

I want to continue to appoint positive, like-minded individuals, who share a passion for working with young people to transform their lives for the better, who will work with drive and determination to help them achieve and who will care a great deal about their development and well-being. In return, whatever your experience, I will ensure that you are fully recognised and appreciated for this hard-work and benefit from extensive professional development, great career opportunities, first-class facilities and positive support from exceptional colleagues and leaders who care about those they work with.

Finally, I would like to say that I do appreciate your investment of time in exploring the College and, hopefully, submitting an application for this role. If you have any questions at all, please do contact us and we will be more than happy to help.

Whatever the outcome, I wish you the very best in the future.

Tony Day – Principal and CEO

ABOUT JOSEPH CHAMBERLAIN COLLEGE

Background and Context

Joseph Chamberlain College is a hugely popular and highly successful Sixth Form College that was established in 1983 and now offers a wide range of academic courses at all levels to around 2600 school leavers and approximately 700 adults on a separate site.

Our curriculum offer and entry criteria are highly inclusive, offering clear progression routes to success for all students, regardless of their starting points and backgrounds. Approximately 80% of our work is with 16-18 year olds at Level 3, who study AS/A Levels or Level 3 BTEC Extended Diplomas. At Level 2, we offer BTECs and GCSE programmes to 16-18 year olds; at Entry Level and Level 1, we have an extensive ESOL provision. In addition, our separate Adult Learning Directorate offers classes in ESOL, Literacy, Numeracy and Access to HE in a range of community venues. Our wider curriculum is also rich and varied allowing students to benefit from a great deal of choice in sports, additional languages, performing arts, citizenship, and various other student-led clubs/societies.

In 2023, students at Joseph Chamberlain College achieved outstanding exam results, placing us in the top 25% of all schools and colleges nationally for the tenth consecutive year. In the most recent Ofsted inspection of December 2023, we were graded as 'outstanding' in all categories for the second time; we are the only College in the West Midlands to achieve this in two consecutive inspections. Our College continues to provide a broad, inclusive and high-quality education to all of our students which results in exceptionally high levels of progression to Higher Education. We were featured in the Parliamentary Review for a second time for best practice in further education, and we have been awarded the Teachers' Development Trust (TDT) Silver award for our comprehensive package of innovative and high-impact professional development. As part of a local Teaching Alliance, we support all newly qualified teachers, from both secondary and post-16 backgrounds, to complete their ECT year and achieve either QTS or QTLS.

The College is situated within easy reach of Birmingham city centre in a state-of-the-art building with superbly equipped classrooms and outstanding facilities.

We are an ambitious institution, with a clear strategy to keep being highly successful for our students. Staff, students and visitors often comment on the warm and welcoming atmosphere at the College and the strong sense of community that permeates the organisation.



Our Purpose – What we are here to do

To provide an exceptional educational experience that results in significantly improved futures for all of our students.

Our Vision

Joseph Chamberlain College will be the first choice for school leavers in Birmingham because it will be recognised for excellence in academic achievement, exceptionally high standards of teaching and its capacity to raise the aspirations and ambitions of all of its staff and students so that they can enjoy rewarding and successful futures.

Our Core Values

Central to all that we do, are our core values. As a team of staff, students and governors, we believe in:

- **Excellence and Ambition**

At Joseph Chamberlain Sixth Form College, we are dedicated to providing an outstanding learning experience to all students. As a result, we have high ambitions and expectations of everyone and always strive for excellence. We demonstrate a 'can do' attitude and embrace the need for continuous improvement and positive change.

- **Cooperation and Communication**

Here, we believe in working together as a team, for the benefit of the College. Learning from our own and each other's mistakes and successes, we encourage everyone to take responsibility for their actions. We are open and honest with each other, and have built effective professional relations with each other through mutual trust and transparent communication.

- **Equality and Recognition**

Throughout the College, diversity and inclusivity underpin everything we do, and we will always treat everyone with respect and fairness. We value and recognise the contribution to that every individual makes to the lives of students and are loyal to and proud of our College and our students.

Our Eight Strategic Priorities

Our strategic priorities and associated objectives, seek to realise to realise the mission statement, thereby ensuring that all Joseph Chamberlain College students experience an education of the highest quality and, as a result, have considerably improved future prospects. Our eight strategic priorities are:

1. The Sixth Form College for the City of Birmingham

As the largest provider of academic provision in the city, we will retain our highly successful distinct Sixth Form College identity and ethos, being recognised as an excellent choice for all school leavers who wish to progress to Higher Education in the future.

2. An Unwavering Focus on Academic Success

We will prioritise securing high levels of academic success for all students so that they have significantly greater choices in the next stage of their education and in later life, regardless of prior experience or attainment.

3. Excellence in Teaching, Learning and Assessment

We will ensure that learning, teaching and assessment are consistently excellent across all areas of the College, providing students with challenging, stimulating and inspirational lessons that secure their rapid progress.

4. Powerful Support and Life-Changing Opportunities for Students

We will support our students with compassion, and enhance their lives by ensuring that the student experience develops in them the qualities and skills to embrace future challenges, achieving their full potential along the way.



5. A Positive Focus on Our People

We will establish a talented, hard-working and successful staff body who feel stimulated by their job, happy in the workplace and proud to be part of Joseph Chamberlain College.

6. A Community Learning Provision that Transforms the Lives of Local Adults

We will serve local adult learners by providing them with a range of high-quality community-based courses that develop their skills and confidence to help them unlock their true potential for the future.

7. Highly Effective Management of Finance and Business Operations

We will lead the business of the College with great efficiency so that our finances remain extremely healthy for the future and the operations of our support services align closely with our mission and purpose.

8. An Exceptional College Estate with First-Class Facilities for Students and Staff.

We will invest significantly in the development of the College estate so that all students and staff have access to exceptional accommodation, facilities and resources during their time with us.



JOB DESCRIPTION

Job Description: HR Officer

Job Purpose and Accountability:

We are looking for a dynamic and passionate HR Officer to join our HR team. This role is pivotal in maintaining well-established employee relations within our College by providing expert advice and comprehensive support to staff, senior leaders, trade union representatives and external stakeholders/ agencies on all HR matters.

This role is a versatile, generalist role, covering all aspect of ER for the College. You will join and become an integral part of the HR team to provide an effective and efficient HR service for all staff.

The HR Officer will be accountable to the HR Manager.

Duties and Responsibilities:

Recruitment and Induction

- To coordinate and administer all aspects of the college's recruitment and selection process, including liaising with managers and recruitment agencies when additional staffing is required.
- To assist managers in compiling job descriptions and person specifications, as well as advertising positions on the relevant websites/job boards in a timely manner.
- To undertake all applicable safer recruitment and pre-employment checks in respect of the recruitment of staff, agency staff, and contractors in line with college policies & Keeping Children Safe in Education, including seeking references and completing the relevant and appropriate levels of vetting checks.
- To complete all new starter processes including issuing offer letters, contracts of employment and other new starter documentation, informing the relevant departments, creating staff records, ensuring all relevant paperwork is completed in a timely manner.
- To assist with the HR induction of all new staff who start their employment throughout the academic year.

Employee Relations and policies

- To provide advice and support to staff and managers in the areas of employee relations and policies/ procedures, including performance management, attendance management, employee engagement and assist them to find solutions to people related issues.
- To assist the HR Manager with employee relation casework which vary in complexity, such as disciplinary, performance management, capability, grievance, absence management, redundancy, etc, in a timely manner.
- To maintain and update all staff records and files, ensuring they are compliant with GDPR and policies.
- To monitor and process absences such as annual leave, approved absences and sickness absences and following up on the return of relevant documentation where appropriate.
- To produce attendance monitoring reports of individuals who have met trigger points in accordance with the Absence Management policy.
- To monitor and provide advice on the probationary and performance processes ensuring that all reviews are completed in a timely manner and reminders sent to managers if necessary.
- To advise and provide support to investigation officers and hearing managers to ensure internal investigations are fully compliant with legislation and college policies.

- To maintain an up-to-date knowledge of Employment law and sector specific recommendations on terms and conditions of service.

Leavers

- To process staff leavers, informing the relevant departments and ensuring all leaver paperwork is completed.

Staffing

- To process all contracts variations and amendments in a timely manner.

Record keeping

- To ensure staff data and records are kept confidential complying with GDPR and policies.
- To process relevant HR requests and forms.
- To maintain and update internal documentation as required.

HR Report Management

- To maintain and update the college's HR information system.
- To assist in providing HR related data and KPI reports as required.

Payroll and pensions

- Liaise with the payroll and pensions services on procedures and queries.
- To calculate and submit payroll changes and claims for all staff on the payroll system in a timely manner and maintain an audit trail.
- Be conversant with latest pay schemes and grading issues.

Safeguarding

- To ensure safeguarding within the college is monitored and adhered to.
- To promote and safeguarding and welfare of children and vulnerable adults.
- To ensure all appropriate vetting checks are completed for visitors and volunteers when required.
- To manage the renewal application process for DBS certificates for existing staff
- To maintain the Single Central Register to ensure compliance with Keeping Children Safe in Education.

HR Team Support

- To support and assist the HR Manager and HR team as needed.
- To support the HR team with administrative duties including, photocopying, updating, printing, filing, scheduling meetings, preparing documents and managing correspondence and ordering refreshments for HR events.
- To support and work with the HR Manager in the development and implementation of college-wide HR policies and procedures.
- To provide assistance with HR projects and initiatives as and when required
- To support and carry out ad-hoc, and also specific projects and casework as and when required.
- Covering for the HR Manager in their absence.
- To arrange meetings and refreshments at various times throughout the year

6. Other duties

- To undertake appraisal and continual professional development
- To actively promote Equality and Diversity in line with the College's policy and ensure that all policy advice is in line with current equality legislation.
- To undertake such other duties as may be reasonably required.

PERSON SPECIFICATION

Methods of Assessment: Application Form (A), Interview (I), References (R), Certificates (C), Tasks (T)	Essential	Desirable	Method of Assessment *				
			A	I	R	C	T
Education, Qualifications and Training							
Degree or equivalent.	✓		✓			✓	
Level 2 (GCSE A* - C) or equivalent in English and Maths.	✓		✓			✓	
CIPD Level 7 or working studying towards this.	✓		✓			✓	
Experience and Knowledge							
Experience of working in an HR generalist role	✓		✓	✓			✓
Good knowledge of employment law and best practice	✓		✓	✓			✓
Knowledge of recent employment law developments relevant to the education sector		✓	✓	✓			✓
Previous experience of working in an educational environment		✓	✓	✓			✓
Previous experience of working with HR systems to manage, update and maintain HR records	✓		✓	✓			✓
Experience of handling complex employee relations matters and queries from staff and managers	✓		✓	✓			
Safer Recruitment trained		✓	✓	✓		✓	
Skills and Qualities							
Excellent written and administrative skills	✓		✓	✓			✓
Ability to communicate with a diverse range of people clearly and effectively							
Understanding the confidential and sensitive nature of HR work, using discretion and high professional standards	✓		✓	✓			
Excellent attention to detail and ensuring the accuracy of data	✓		✓	✓			✓
Excellent organisational and time management skills to prioritise and multitask work tasks to meet deadlines	✓		✓	✓			✓
Able to work well under direction, but also to work independently when required							
Excellent working knowledge of Microsoft Office	✓		✓	✓			✓
Have a flexible approach and willingness to carry out a variety of tasks	✓		✓	✓			✓
To be a positive and self-motivated team player.	✓		✓	✓			✓

Other							
Enhanced DBS Clearance	✓		✓			✓	
Ability to meet the requirements of the Asylum and Immigration Act (to be legally work in the UK).	✓		✓			✓	

FURTHER PARTICULARS

Job Title: HR Officer

Contract Type

Full-time, all year round.

Salary

The salary for this post is paid on the Support Staff Pay Scale at points 18-20, currently £32,259 - £34,391 per annum, FTE, dependant on experience.

Working Week

Hours of work will be 36.5 per week over 5 days, all year round. The working hours will be agreed by the line manager. You will very occasionally be required to work outside normal hours, and this will be agreed by negotiation. Please be aware that our term dates fall in line with Birmingham City Council term dates, aside from the summer term.

Start Date

As soon as possible.

Holiday Entitlement

Leave entitlement is 24 days per year rising to 25 days after 5 year's service. Support staff are expected to take most of their leave during the normal College holidays and not during term time. The leave year runs from 1st September to 31st August. Additionally, support staff receive 8 public holidays, 2 extra-statutory days and 3 local days to be taken during the College closure at Christmas.

Superannuation

The successful candidate will be eligible to join the Local Government Pension Scheme and you will automatically become a member unless you opt not to join.

Staff Benefits

We offer the following benefits to our staff:

- Extensive professional development opportunities
- Occupational pension scheme (either Teachers' Pension Scheme or Local Government Pension Scheme)
- BHSF – private healthcare insurance plan
- Cycle to work scheme
- Discounted college gym membership
- A clear strategy for the positive well-being of staff
- Excellent support for newly-qualified teachers, both school and college trained
- Free car-park for staff



HOW TO APPLY

- To apply, please visit our vacancy page online <https://www.jcc.ac.uk/about-jcc/jobs/>. You will be taken to our recruitment portal, My New Term, where you will need to follow and complete the application details.
- If you are applying for a teaching or curriculum-based role, and you are shortlisted, we will request that you complete an examination results form which we will send with the interview information pack (applicants who are still completing their PGCE course will need not complete this).
- For any queries, please contact the HR team:

Email: HR@jcc.ac.uk

Telephone: 0121 446 2255

Deadline

The deadline for the post(s) is **Wednesday 12th February 2025** (to arrive no later than 12 noon).

Shortlisting

Unfortunately, we will be unable to notify candidates who are not on the shortlist. Therefore, if you have not heard from us within 4 weeks of the closing date, then please assume your application has been unsuccessful on this occasion. We may contact you via email, so please check your spam/junk inbox.

Equal Opportunities Policy

Joseph Chamberlain College is committed to equality of opportunity in recruitment and selection. Every care has been taken in the drawing up of this job description and person specification to ensure that the requirements of the post are not discriminatory on any grounds and particularly in relation to any protected characteristics, as defined by the Equality Act 2010. Similar care will be taken during the short-listing and interviewing stages.

If candidates are dissatisfied about any part of the process, they should write in the first instance to the Principal of the College setting out the nature of their complaint.

Guide to the General Data Protection Regulation (GDPR - 2018)

Under the General Data Protection Regulation (2018), the College needs to have your consent to collect and process information about you for the proper administration of the selection process and the employment relationship should you be appointed. Please accordingly make sure you sign the declarations at the end of the application form. After an appointment has been made, all the papers of unsuccessful candidates are kept for a period of six months and are then destroyed. For further information about how the College processes personal data please visit our website.

Candidates with a Disability

The College is a Disability Symbol User. If candidates with a disability need any special arrangements for interview, they should enclose a letter giving details of these, marked for the attention of the Learning Resource Manager.

Rehabilitation of Offenders Act 1974

In accordance with the Rehabilitation of Offenders Act (ROA) 1974 and the Exceptions Order 1975 (amended 2013 and 2020), employees with access to children and young people under the age of 18 are not allowed to withhold information regarding criminal convictions no matter when they occurred.

Disclosure and Barring Service Check

The college is committed to safeguarding and promoting the welfare of its students. We will carry out checks on all those who are offered employment with us.

Appointment is subject to you obtaining a satisfactory Enhanced Criminal Records Check through the Disclosure and Barring Service (DBS). The successful candidate will be required to provide relevant evidence to enable a DBS check to be undertaken prior to commencement of employment. The College follows the Code of Practice laid down by the DBS (available from the DBS website). It is an offence to apply for a role if an applicant is barred from working with children. Further details will be given upon appointment.

In the future, you may also be asked to subscribe to the DBS Update Service and to maintain that subscription on an annual basis. There will be a small annual cost to the individual. The College will undertake 'status checks' on DBS Disclosures to assess that the information on the original certificate remains current; membership of the Update Service is therefore mandatory to enable status checks to be completed.

Any offer of employment will be conditional upon DBS clearance and a satisfactory outcome to other safeguarding checks as deemed to be appropriate by the College.

The Selection Process

As part of our due diligence on all short-listed candidates, an online search will be carried out prior to interview. Short-listing of candidates for interview will be undertaken by the line manager and a member of the senior management team. All candidates invited to interview will be asked, on the day, to complete a practical task. The results of these assessments will be used to decide whether to shortlist you further for interview. The interview panel usually consists of three or four members of senior and middle managers.

During the interview we ask the same main questions to all candidates, as well as any supplementary questions either arising from initial responses or specific to individual applications. At the end of the interview you will be given the opportunity to add anything further in support of your application or ask any questions. The panel will make its decision based on the evidence presented throughout the process and will contact all candidates with an outcome as soon as possible.