



Applying for a job at CAPA College

Administrative Assistant: Student Welfare Support

Recruitment Information

January 2022

CAPA College is committed to promoting and safeguarding the welfare of all students & young people

RECRUITMENT INFORMATION

Thank you for expressing an interest in this post at CAPA College. The enclosed application pack contains a number of documents providing background information about CAPA College and the vacancy that we are advertising. We hope you will find this information useful and we look forward to hearing from you.

Contents:

- About CAPA College
- Enhance Academy Trust
- Application Process
- Letter
- Vacancy Advert
- Job Description
- Asylum Immigration Act

The Enhance Academy Trust and CAPA College are committed to safeguarding and promoting the welfare of children and students and expects all staff to share this commitment. The post is subject to a successful. DBS clearance and pre-employment checks will be undertaken before an appointment is confirmed.



CAPA COLLEGE

This is a 'snapshot' view of CAPA College (Creative and Performing Arts College). We hope it will give you a flavour of our vision, values and some of our current priorities.

CAPA College is Yorkshire's newest and most exciting Post 16 education institution. Since opening its door as Wakefield's first DfE funded Free School in September 2018 within the Enhance Academy Trust, CAPA College has already established itself as one of the leading Arts education providers in the North of England and this is your opportunity to join our award-winning team.

Based in the heart of Wakefield CAPA College delivers the highest quality training, education and pastoral guidance to support talented students aged between 16-19 who are serious about pursuing a career in the Arts. CAPA College aims to inspire, train and educate the next generation of performers, creatives, designers and technicians and attracts students from across Yorkshire and beyond.

Pupil achievement and attainment remain at the heart of what we do. CAPA College provides students with intensive full-time practical training alongside the rigour of academic Arts study. This combination of outstanding Arts training and academic excellence ensures that students develop the skills, training experience, knowledge, understanding and qualifications they need to progress to the top universities, leading national and internal Arts conservatoire's, and professional Arts-based employment.

CAPA College's professional approach and ethos continues to be maintained throughout all aspects of its provision. Alongside an outstanding curriculum and excellent teaching, students gain extensive experience performing throughout the UK and working alongside professional artists, companies and theatre venues.

This is a very exciting time as CAPA College prepares to implement the next stage of its development. CAPA College is currently renting temporary accommodation but will move to its new, permanent home on Mulberry Way (opposite Wakefield Westgate train station) in September 2022. This purpose-built, multi million pound facility will enable CAPA College to expand its cohort from 134 students to 250 students per year group as well as offering more performance and learning opportunities, new course pathways, increased staffing, exceptional resources and better outreach with the local community.

Much of CAPA College's success comes from the strong partnerships we belong to. As mentioned above, CAPA College is part of the Enhance Academy Trust.. This multi-academy trust aims to support the whole community in achieving excellence for all of our young people. The work of the trust is enriching our work in many ways, from developing shared approaches to teaching and learning, to supporting vulnerable children, to developing creativity and leadership in our schools.

Are you excited by the opportunity to be a part of CAPA College as it becomes a flagship for Arts Education in the North? Are you highly motivated and have exacting standards? Then we would love to hear from you.

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ENHANCE MULTI-ACADEMY TRUST

Enhance Multi Academy Trust is a Church of England Multi Academy Trust comprising of ten primary schools located across Wakefield and Kirklees and a Post 16 Performing Arts Free School. Our academies include – St Giles C of E Academy, Pontefract, St Michael's CE Academy, Wakefield, Sandal Magna Community Academy, Wakefield, St Helen's CE Primary School, Hemsworth, Featherstone All Saints C of E Academy, Featherstone, St Botolph's CE Academy, Knottingley, Diamond Wood Community Academy, Dewsbury and CAPA College, Wakefield.

The Trust was established in 2012 as a sponsor of Church of England and Community Schools that needed support and eight of its ten primary academies have been sponsored or transferred into the Trust. The Trust works very closely with its academies and encourages them to help each other whilst at the same time allowing them a reasonable amount of autonomy. It has kept to this model whilst expanding and wants to continue to follow similar principles in the future.

Our vision is to *'deliver improved educational outcomes and learning skills to enable our young people to live well in the world around them. We also aim to follow our academy leaders and staff to develop the individual character of our academies so they can best serve their local communities.'*



THE APPLICATION PROCESS

Making an Application

Application Form

If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc.).

You will note that we require details of two referees, one of which must be your current or most recent employer.

CVs are **not** accepted as part of the application process.

Application forms can be completed on TES or downloaded from our website

Please return your completed application form to: rachel.brannan@capacollege.co.uk by the closing date below.

Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

Please remember to sign the declaration on the final page of the application form.

The closing date for applications is: Monday 31 January 2022 at 9am

Interview and Selection Process

Those candidates who meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children and young people.

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Induction and Continuous Professional Development

The principal and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment, the principal/business manager will discuss an appropriate induction programme with you that will help familiarise you with the culture of the college, local practices, policies and expectations. You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications.



Pre-Employment Checks

References

If you are short listed, we will normally take up references **before** the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children and young people. Copies of references or references that are addressed "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

DBS & Disqualification checks

Employment at this college is subject to an enhanced check with children's barred list through the Disclosure and Barring Service. Employment is also subject to a childcare disqualification check. All such checks must be satisfactory before we confirm any offer of appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'. All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment. Please ensure you complete the Criminal Record Declaration Form and submit this alongside your completed application form.

Prohibition checks (Teaching posts only)

Prior to confirming an offer of employment, the college is required to make a mandatory check to ensure a new employee does not have any prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions. The check is undertaken by the school using the Teacher Services, DfE Secure Access Portal.

Validation of Qualifications

All short-listed candidates will be asked to bring original certificates of relevant essential qualifications for the role to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Medical Assessment

A satisfactory medical assessment will be required for newly appointed staff before we confirm any offer of an appointment.



College Policies

Child Protection

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistle Blowing

We recognise that children and young people cannot be expected to raise concerns in an environment where staff fail to do so therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

Code of Conduct and Personal Behaviour

The college believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and students. The principal and governing body regard everyone working at our college as a role model to our students. As such employees, should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the college has an absolute duty to promote and safeguard the welfare of children and young people. Staff are bound by the college code of conduct and safeguarding procedures.

Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

Full details of all these policies are available in college.

If you have any queries on any aspect of the application process or need additional information please contact our Business Manager, Rachel Brannan on 01924 583737 or email rachel.brannan@capacollege.co.uk.



January 2022

Dear Applicant

Re: Post of Administrative Assistant: Student Welfare Support

Thank you for showing an interest in the above post.

I enclose some information to help you if you decide to apply for the post: an application form including an equal opportunities form, a 'snapshot' view of CAPA College and a job description. Further information about the college, including a map, can be found on our website, www.capa.college.

I would draw your attention to the sheet within the pack which outlines the requirements of the Asylum and Immigration Act 1996 and the relevant document required, if you are invited for interview.

The closing date for applications is **31 January 2022** and we intend to interview shortly after this date. If you do not hear from us, I am afraid that on this occasion your application will have been unsuccessful, but I wish you well in your future job-hunting.

I look forward to receiving your application if you decide to apply.

Yours faithfully

Claire Nicholson
Principal

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

This post is subject to an enhanced Disclosure and Barring Service check



Administrative Assistant: Student Welfare Support

Salary: SCP 8 - £20493.00 (actual salary £17528.00)

This is permanent contract, 37 hours per week – 39 weeks (CAPA College term time plus 25 days)

We are seeking to appoint an exceptional **Administration Assistant: Student Welfare Support**, to join a strong and successful team that are driven to ensure the best possible outcomes for students. The right person will have the ability to assist in ensuring delivery of a high quality and efficient service as part of CAPA College's Administration Team and will be expected to maintain and promote the ethos of the College in all your dealings with students, parents, visitors and staff. The role is front facing and the position will be the first point of call for all enquiries regarding the pastoral care of students and will foster and promote a culture of positive student engagement, conduct and experience.

CAPA College is a highly successful and inclusive specialist Creative and Performing Arts College. Proud to be the first and only Free School in Wakefield. The college has outstanding teaching accommodation and performing facilities and strong learning and community partnerships. CAPA College is part of the Enhance Academy Trust, a multi-academy trust consisting of ourselves and ten other primary schools.

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

Details can be obtained from the school by telephone 01924 583737 or downloaded from our website www.capa.college.

We warmly welcome all applicants to visit the college. Please contact Rachel Brannan, Business Manager, on 01924 583737 or via email rachel.brannan@capacollege.com to arrange a suitable date and time.

Closing Date: 31 January 2022 at 9am

Interview Date: week commencing 31 January 2022

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ENHANCE ACADEMY TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE COLLEGE.

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory references and an enhance Disclosure, Barring and Safeguarding check.



JOB DESCRIPTION

Job Title: Administrative Assistant: Student Welfare Support

Salary: SCP 8 - £20493.00 (actual salary £17528.00)

Responsible to: Business Manager

Purpose of Role:

To provide efficient, accurate and effective administrative support to the CAPA College pastoral teams including attendance, SEND, transition and safeguarding. To be the first point of call for student and parental enquiries ensuring positive and high quality communications developing a culture of positive student and parent engagement and relationships. To be a team player in the CAPA College staff structure and to support, maintain and promote the positive 'can-do' ethos of the College in all your dealings with students, parents, visitors and staff.

Main Duties

- To be the first point of contact for students in college and be front facing for all college stakeholders.
- To 'triage' student issues – signposting to Student Welfare, medical, tutors, finance where necessary.
- To deal with the attendance administration for staff, students and parents ensuring accurate and timely record keeping to fulfill legal, health and safety and safeguarding compliancy.
- To provide SEND and Safeguarding administrative support.
- To assist with the student enrolment and transition processes.
- To support, administer and complete student Bursary and Free School Meal applications, updating all records and spreadsheets where appropriate and update on a regular basis.
- Work alongside the College's Exams and Data Manager to support with management information system records for students.
- To foster and promote a culture of positive student engagement, conduct and experiences.
- To deal with issues that are manageable and to pass on to the appropriate member of staff where necessary
- To contact parent/carers/students as appropriate.
- To maintain accurate records and produce reports for the Core Team and other staff for monitoring and tracking attendance in college.
- Ensure maintenance of accurate student records in a variety of formats (spreadsheets, databases etc) and full compliance with Data Protection and Freedom of Information Regulations.
- To assist with other administration duties as and when required, including preparing routine correspondence and standard forms.
- To provide a professional and welcoming reception to visitors.
- To operate a visitor signing in process
- To assist with students first aid and welfare duties including liaising with parents and staff as required.
- To contribute towards the process used in the management and control of practical resources including stock control and completion of orders.
- Fire Marshall Duties in case of fire or emergency evacuation.

Additional Responsibilities

- Be aware of and comply with policies and procedures relating to Safeguarding, Child Protection, Health and Safety and Security, Confidentiality and Data Protection, reporting all concerns to the relevant Core Team member.
- Communicate effectively with internal and external customers and colleagues.
- Display a responsible and co-operative attitude to working towards the College's aims, objectives and ethos.



- Present a positive personal image contributing to a welcoming college environment which supports equal opportunities for all.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation as directed by the Principal.

In return we will offer you

- An opportunity to make your mark in an outstanding new Arts focused Post 16 provision.
- A professional and supportive team.
- A personalised approach to continuing professional development.
- A College that has a clear vision for improving outcomes and has student welfare and development at the centre of its ethos.
- Automatic enrolment into the Local Government Pension scheme.



PERSON SPECIFICATION

Administrative Assistant: Student Welfare Support

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

Essential Criteria	How Identified	Desirable Criteria	How Identified
SKILLS & EXPERIENCE			
Experience of working in a similar role	Application form and selection process	Experience of working in a college or school environment, working with young people	Application form and selection process
Good ICT skills, including the use of Microsoft Office platforms: Word, Excel, PowerPoint and Teams	Application form and selection process	Ability to self-evaluate learning needs and actively seek learning opportunities	Application form and selection process
Effective organisational and time management skills. Able to remain calm under pressure, work to deadlines and manage competing priorities.	Application form and selection process	Experience in the development and implementation of strategies/plans to support students to achieve individual learning goals	Application form and selection process
Excellent communication skills – verbal, telephone and written	Application form and selection process		
Excellent interpersonal and organisational skills	Application form and selection process		
Experience of advice and guidance work	Application form and selection process		
The ability to maintain written and digital records, and produce reports based on data analysis	Application form and selection process		
A commitment to ensuring every student achieves their very best	Application form and selection process		
Time management and the ability to plan, organise and work to targets and deadlines	Application form and selection process		



Work constructively as part of a team	Application form and selection process		
Ability to work autonomously and under your own initiative	Application form and selection process		
KNOWLEDGE & UNDERSTANDING			
Comprehensive knowledge of the education sector and progression issues that affect 16-19-year olds	Application form and selection process		
Full Understanding of relevant policies/codes of practice and awareness of relevant legislation of working in an education setting including a knowledge of Child Protection and Safeguarding procedures	Application form and selection process		
QUALIFICATIONS / TRAINING			
Minimum of 5 GCSE's including English and maths or equivalent	Application Form and Selection Process Certificates		
PERSONAL COMPETENCIES AND QUALITIES			
Diplomatic and confident	Selection process		
Flexible approach to meet daily demands of the role	Selection process		
Self-motivated with ability to use initiative to ensure tasks are completed			
Support and demonstrate commitment to CAPA's vision and values.	Selection process		
OTHER CONDITIONS			
Enhanced DBS Check			
Satisfactory References			
Pre-employment Health Check			



PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ENHANCE ACADEMY TRUST' POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE BLP.

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Issues arising from references will be taken up at interview; all appointments are subject to satisfactory references.

REQUIREMENTS OF THE ASYLUM AND IMMIGRATION ACT 1996

In order to comply with the requirements of the Asylum and Immigration Act and to confirm your eligibility to work in the UK you will be required to produce one or more of a statutory list of documents. A photocopy will be taken of the documentation before your interview and will be destroyed in the event that you are unsuccessful in your application. If you are appointed the photocopy of the document confirming your identity will be placed on your personal file. The documents that you may use are listed below:

- United Kingdom passport.
- European Economic Area passport.
- National Identity Card.
- United Kingdom residence permit.

OR

An official document with a National Insurance Number.

PLUS

One of the following:

- A full birth certificate from the United Kingdom, Channel Islands, Isle of Man or Ireland.
- A letter from the Home Office.
- An Immigration Status document endorsed by the Home Office.

The original document will be returned to you as soon as it has been photocopied.

The European Economic Area Agreement consists of the following countries:

Austria	Hungary	Norway
Belgium	Iceland	Poland
Cyprus	Ireland	Portugal
Czech Republic	Italy	Slovenia
Denmark	Latvia	Slovakia
Estonia	Liechtenstein	Spain
Finland	Lithuania	Sweden
France	Luxembourg	The UK
Germany	Malta	
Greece	Netherlands	

