

Welcome to East Riding College and thank you for taking the time to read our recruitment information pack.

The following information is designed to give you an overview of our College and also to give you an insight into what working with us is like.

If you choose to join us, we can offer you a progressive, supportive and friendly environment to work in. In return we expect you to be a team player who supports our College Priorities and demonstrates our values in your work and in relationships with colleagues, learners and clients.

We hope you find this pack interesting and informative and that it helps you to make an informed choice about your future career. If you do need further information about us, please feel free to contact the Human Resources Department on 01482 306644.



**INVESTORS
IN PEOPLE**



Who are we?

We are a Further Education College with three sites at Beverley, Bridlington and Hull. In June 2011, we became part of a select group of colleges nationally to be awarded Beacon Status by the Learning and Skills Improvement Service in recognition of our outstanding teaching and learning. This came soon after an excellent Ofsted inspection in February which highlighted a number of outstanding features at the College, including its Leadership and Management and capacity to further improve.

Our Values

- East Riding College exists to serve its community – the needs of learners and clients come first.
- Staff will be treated with respect and consideration as individuals whose contribution to the College is recognised.
- Quality is at the heart of all we do. In pursuit of excellence we recognise that individually and collectively we can always improve.
- Equality of opportunity is a commitment which all members of the College actively pursue.
- The willingness to contribute to and respond to change is fundamental to our success.
- Clarity and openness of communication are essential throughout the College.

Facts and Figures

- We have approximately 550 employees.
- In 2010-2011 we enrolled 6,803 learners.
- We offer courses in 14 curriculum areas.
- We have excellent links with employers, schools and community partners.
- During 2010-2011 the College worked with over 400 employers to enhance the skills level of their staff.
- We deliver vocational training to various prisons in the Yorkshire and Humber Region.

Working at East Riding College

We want the best people to work for us and we know that a supportive and friendly working environment plays a key role in recruiting and retaining employees. We promote the sharing of knowledge and invest strongly in training and development. We have attained the Investors in People status, which is a public recognition of the College's commitment to the involvement, development and training of all employees, in order to improve performance.

When you join us you will be given a thorough Induction programme. We think it is vital that you feel part of the College from your first day and try and integrate you into the College as soon as possible. You will therefore be required to attend an Induction during the first two weeks of employment. Your induction will include training with regards to Human Resources; the Learning Resources Centre (including Moodle training); Learner Services; Safety, Health and Environment; CIS; Information Technology; Quality Assurance and Staff Development. It will provide an overview of our College and introduce you to some of the Management Team. You will also be given a tour of site and training specific to your role by your Mentor and Line Manager.

Every employee has a 10 month probationary period, followed by an annual appraisal. We will fully support all appropriate training and development activities and have a dedicated staff development team who organise various in-house training events. We also have an annual full staff conference.

Benefits of Working for East Riding College:

- A structured salary in line with the harmonised national pay spine, with an annual review.
- East Riding Pension Fund/Teachers Pension scheme. This is a final salary pension scheme and the College contributes 17.8% and 14.1% respectively.
- A generous holiday entitlement, plus bank holidays.
- Up to 5 days efficiency shutdown days over the Christmas period (in addition to your holiday entitlement).
- We actively support staff development opportunities.
- Free car parking
- Sports and low cost gym facilities
- Low cost hair and beauty treatments
- Free eye sight tests
- Low cost refectory and teaching restaurants
- Childcare Vouchers Scheme.
- Summer lunchtime barbecue and Christmas lunchtime party

College Sites

The College is split across three sites. Below gives a brief description of each of the sites.

Beverley

This is one of the two main College sites with a range of curriculum areas being delivered here. The site has its own Learning Resources Centre and also houses a Hair and Beauty Salon, Construction and Engineering workshops and Longcroft Restaurant which provides Hospitality students with an excellent learning opportunity. It is also the base site for Human Resources, Finance, CIS and Exams, Employer Engagement, Marketing and Facilities. The College is planning to invest in a new site for the Beverley campus, with the aim of moving closer to the thriving town centre, with the added benefit of improved transport links.

Bridlington

This is the second of the main sites and again delivers a large range of courses. The £17m campus which opened in September 2009 provides a state of the art learning environment. The facilities include an extensive Learning Resource Centre, which combines library and IT facilities, a fitness suite and new sports pitch with changing facilities, top of the range teaching rooms and commercial areas like hair and beauty salons and engineering workshops. Some of the many features of this re-development include environmental benefits through the use of re-usable energy, safer pedestrian access and improved car parking.

Hull

The St James Centre is home to the region's Trade Union Studies and two of our three music courses. Situated in a part of Hull which is crammed with businesses, the St James Centre houses five training rooms, alongside ten business units with common room facilities and an enclosed quadrangle. The site is easily accessible by car, bus and rail.

Prisons

East Riding College delivers Vocational Training to a number of prisons across the Yorkshire and Humber Region:

- HMP Hull
- HMP Everthorpe
- HMP Full Sutton
- HMYOI Wetherby
- HMP Wealstun
- HMP Leeds
- HMP Lindholme
- HMP Moorland

10 Reasons to join East Riding College

1. **Quality** - We take pride in offering our learners an informative and supportive place to study.
2. **Teamwork** - We promote working and learning from our colleagues and acknowledging our success as one big team
3. **Communication** - We recognise that to work as part of a team and to meet the College's, employees' and learners' needs, we must be open, honest and clear in communicating with one another. We encourage the sharing of knowledge between departments and have a Joint Consultative and Negotiating Committee to ensure employees and learners are kept informed of changes and play a part in the decision-making process. The Principal meets with Staff Focus Groups twice a year at both the Beverley and Bridlington sites, and also with the Prison Staff Focus Groups. The College regularly surveys staff for their opinions about working at the College and these results are benchmarked against other colleges. The College is also very proud to have been successful in the Sunday Times 75 Best Places to Work in the Public Sector competition based on the views of the staff themselves.
4. **Progressive** - The College is currently working towards achieving outstanding status in our next Ofsted inspection. To help us do so we are continuously seeking to improve learning facilities.
5. **People** - We ensure our people are the best. We believe that every employee has an important role within the College and seek to maximise their contribution.
6. **Training** - We recognise that our employees are our most valuable asset and we are committed to their training and development.
7. **Culture** - East Riding College is a happy, friendly place to work, with all our sites being in excellent locations.
8. **Benefits** - We offer an excellent range of benefits at the College.
9. **Enjoyment** - Whilst we pride ourselves on working hard and providing an excellent service, we recognise that coming to work is also about enjoying and gaining satisfaction from our jobs.
10. **Location** - Great places to work in serving the local community across the East Riding and beyond.