

Applicant Information

Thank you for your interest in working at City of Bristol College.

City of Bristol College is a large, vibrant further education college, operating from centres across Bristol. The College is a great place to start or continue your career in teaching, assessing or professional support services. We are one of the city's largest employers, with more than 800 staff providing teaching and learning to over 20,000 students. We offer a wide range of courses at different levels and our staff are committed to ensuring all our students achieve their full potential and receive a great learning experience.

The recruitment process of new staff therefore, needs to match this vision of providing excellent teaching and learning. This guidance outlines the recruitment process at City of Bristol College, including what to expect if you are invited for an interview and our commitment to safeguarding.

Self-Disclosure

All prospective applicants will be required to answer screening questions related to eligibility and safeguarding prior to submitting an application, as well as notifying the College of any gaps in employment and declaring any spent or unspent convictions. The College will give due regard to the recruitment of ex-offenders in line with our policy.

Safeguarding

City of Bristol College is fully committed to safeguarding children and vulnerable adults. All new employees are required to obtain an enhanced DBS disclosure, which will be against a child and / or adult workforce depending on the role.

All prospective staff will be requested to bring DBS supporting documentation to interview. Once offered, references will be sought and you will be requested to complete the online DBS application form. This will then be submitted to the DBS and, once returned with your references and new starter paperwork, we can agree a start date with you.

Once appointed, all staff are required to read the relevant sections of Keeping Children Safe in Education and undertake safeguarding training. You will also undertake the College Induction programme covering safeguarding and be an advocate for creating a culture of vigilance.



Outline of recruitment process

As an employer and education provider, City of Bristol College is committed to Equality, Diversity and Inclusion. To support this, we have taken a number of steps linked to internal policies and procedures, as well as forming an internal EDI steering group to ensure we attract, retain and promote staff that represent the Bristol community.

We are also proud to be a signatory of the Bristol Women in Business Charter, and to have been awarded Disability Confident Employer status.

Shortlisting is completed by hiring managers against the Person Specification criteria, with personal information removed to eliminate any unconscious bias. Please ensure you demonstrate in your application how you meet the Person Specification criteria.

After shortlisting, applicants selected for interview will receive a phone call and email with details of their interview process.

- **Tutor or lecturer interviews** - you will be asked to present a micro-teach that will be delivered to students followed by an interview with a panel.
- **Assessor interviews** – you will undertake a panel interview and an assessment activity.
- **Professional services roles** – depending on the level of the role, you will usually undertake a panel interview and a job-related task.
- **Management roles** - candidates will be provided with details of an interview or assessment centre linked to the role.

Please note the panel are asked to score candidates answers using the criteria below. For the best chance of success at interview, try to provide recent, relevant examples to show your experience.

1-4

Partial response
(candidate has not displayed standard expected)

5-7

Complete response
(benchmark expected, shows good relevant examples, meets the required standard)

8-10

Advanced complete response
(consistently strong with excellent relevant examples and development or extension)

Summary

Once again, thank you for your interest in working at City of Bristol College. Please review the job description and person specification for further details of the role you are interested in and use the online recruitment system to make an application. Answers to further frequently asked questions can be found on the College website or you can use the contact us form.

