

A photograph of a large, ornate brick building with a prominent clock tower, partially obscured by trees. The building is the Queen Elizabeth Sixth Form College.

# QE

# WORK WITH US

at Queen Elizabeth Sixth Form College

**Proud to be part of**

Inicio Academies, c/o Queen Elizabeth Sixth Form College  
Vane Terrace, Darlington, Co. Durham, DL3 7AU  
[www.inicioacademies.org.uk](http://www.inicioacademies.org.uk)





# WELCOME TO

## *Queen Elizabeth Sixth Form College*

At QE we understand that our staff are our greatest asset. It is only by recruiting and supporting the very best individuals for each role that we can build and maintain the team needed to enable every student to fully achieve their potential.

In addition to offering teaching and support staff a modern, well equipped environment, the College is committed to ensuring that staff development remains a key strategic priority. Despite the rigours involved in teaching or supporting learning in a high achieving Sixth Form College, we enjoy high levels of staff motivation and morale.

Life at QE will never be dull and always offers both challenges and rewards for colleagues no matter what role they play. In choosing to apply for a job here, you can rest assured that you are choosing a well established and highly respected College that will value you and your contribution.

**ACTING PRINCIPAL**  
*Laurence Job*

# WORK WITH US . . .

## *Inicio Academies*

*In April 2024, Queen Elizabeth Sixth Form College joined with Swift Academies as a 16-19 Academy, to form a new Multi Academy Trust, Inicio Academies. Serving young people aged from 2 to 19 years of age, the Trust is able to support high academic attainment, social mobility and future success for all of our students, current and future.*

*Queen Elizabeth Sixth Form College has retained all of its unique identity and characteristics, continuing to grow and develop its strong relationships with existing partners, while also belonging to a group of providers where collaboration enhances and strengthens us all.*

### For QE Staff, the Trust provides:

- Opportunities to share teaching and learning strategies and expertise across all phases
- Increased investment in facilities and resources
- A larger and more diverse peer support network including involvement in cross-trust groups
- Strengthened leadership and governance to support all colleagues
- Progression and career development opportunities across the Trust
- An employer that is better placed to adapt to external changes and take opportunities as they arise
- An employer with greater influence in the locality and beyond
- Opportunities to develop skills and expertise within the Trust
- Additional financial stability and sustainability



CEO  
**Tim Fisher**



# WORK WITH US . . . *here at QE*



We are proud of the excellent relationships between staff and students and our purposeful, lively and friendly atmosphere.

Since opening, the College has been a popular choice for students and has continued to expand. There are approximately 2000 students on roll with a significant proportion coming from outside Darlington including County Durham, North Yorkshire and Teesside.

The vast majority of our students undertake a full Advanced Level Programme achieving high standards of academic work and an excellent record of examination success across the curriculum.



# WORK WITH US . . .

*your employment journey*

The College recognises that in order to provide the highest standards, staff need support; whether that's through our induction programme for new members of staff, sharing good practice with colleagues, training opportunities or support with career development.

The culture of the College means that teaching staff have the freedom and autonomy to develop their practice, bringing expertise and creativity to their teaching. At the same time, the structure of the College gives the security of knowing that managers, quality leads and senior staff are all available to support and help. The ethos of the support staff is just that – that they are here to support students and staff in any way they can. This engenders a positive team spirit across the College.

## Development

At QE we believe that providing high-quality CPD is crucial to ensure the ongoing success of the college, enhancing the learning experience for students and fostering a dynamic and innovative educational environment.

The key purpose of staff development is to facilitate continuous personal and professional development, enabling staff to achieve their full potential and contribute to the organisational strategic aims and objectives.

Continuing professional development will take many forms at QE ranging from high-quality internal staff development and action research opportunities to externally provided courses and opportunities to gain additional qualifications (NPQs etc) .

## Equality, Diversity and Inclusion

We recognise and value diversity and inclusion. As we engage with a diverse student population, we want to ensure we reflect that in our staff population too. For us diversity is about building teams full of people who want to learn and be inspired by each other, by different experiences and backgrounds. It is important to us that both staff and students achieve their full potential. Diversity is important, but inclusion is equally if not more important. It's not just about having representation, but providing the staff we recruit with opportunities and valuing everyone's contributions and perspectives.



# WORK WITH US . . . *and benefit*

## Pensions

Trust staff are entitled to join either the Teachers' Pension or Local Government Pension Schemes. Most staff will be auto-enrolled into either of the schemes either on commencement or shortly afterwards. Both schemes are defined benefit schemes and the College pays a substantial contribution, in addition to the contribution you will make each month.

## Holidays

For support staff working with us at QE, there are generous holiday allowances. For all-year staff, holiday allowances begin at 26 days plus 2 local days and bank holidays, pro rata for part time. This increases to 31 days plus the 2 local days and bank holidays after 5-years' service. Holidays are to be taken during the College holiday periods. For support staff working on term time only arrangements, holiday pay is included in the pay formula for term time only contracts, representing paid leave of 31 days plus bank holidays pro rata, taken during the College holiday periods, you also receive the benefit of the two local days.

## Wellbeing

The wellbeing of our staff is important to us. As well as having many staff that opt for part time or term time only working, the College promotes healthy living and good work-life balance initiatives. We have a variety of events throughout the year, such as sporting activities, fundraising and social events, including our Wellbeing Week, which gives a focused time for staff to try out a range of events aimed at improving both physical and mental health. We also offer a cycle to work scheme.

## Health Scheme

A health cash plan is offered to all staff free of charge, providing help with the cost of dental and optical care, amongst a range of other benefits. Staff can also choose to extend the cover at their own cost, or even include immediate family members.

In addition to claiming back costs, our BHSF plan also offers an employee helpline, telephone appointments with a GP and gym discounts with a selection of gyms.



# WORK WITH US . . .

## *completing your application*

### Recruiting safely

The College follows safer recruitment practices, to ensure that we safeguard our students and make the best decisions when it comes to filling any vacant post. Please make sure that you complete your application form in full, giving your full employment and education history since leaving school and accounting for any gaps you might have.

We are committed to safeguarding our students and an enhanced DBS check is required for all posts. The College will also make an online check on all shortlisted candidates and if you are invited for interview, you will be asked to sign a confidential disclosure form regarding any cautions or convictions, no matter how long ago. These won't necessarily be a bar to your employment, but may be discussed as part of your interview. Our policy on the recruitment of ex-offenders is available on our website or from [hr@qeliz.ac.uk](mailto:hr@qeliz.ac.uk).

### References

Please complete the reference details in full, making sure that any email addresses you have given us are correct and still current.

One of your referees must be your present employer and please don't ask family members or close friends to act as referees, as we won't be able to accept these.

If we invite you for an interview, your referees will be approached and an appointment will only be confirmed once satisfactory references have been received.

If you have previously worked in an education or childcare setting but don't currently, a reference will be required from this employer.



## Your personal statement

The personal statement section is for you to tell us why you believe you are the right person to work at QE. Please use this space to tell us about your career, experience and personal interests and to demonstrate how your qualifications, skills and experience meet our job description and person specification. If you don't have specific or only limited previous experience, you can tell us how your other employment, voluntary work or hobbies demonstrate how you meet the criteria or show us that you have potential.

## Interview Adjustments

The College welcomes applications from people with a disability. Please let us know as part of your application if you require any reasonable adjustments to be made to enable you to take part in the selection process.

## And finally ...

If you have any questions or require any further information to help you in applying for a post at the College or throughout the recruitment process, please don't hesitate to contact us:

**hr@qeliz.ac.uk**

**WE LOOK FORWARD TO WORKING WITH YOU!**

