

# Harrow COLLEGE



## APPLICATION PACK



## A Welcome letter from Tony Medhurst, Principal & Chief Executive

Dear Applicant,

Thank you for your interest in the posts of Learning Facilitators at Harrow College.

Harrow College operates from two large sites at Harrow-on-the-Hill and Harrow Weald, as well as our highly successful Whitefriars Centre which opened in 2009 and various community outreach centres. We serve an ethnically diverse local and sub regional population and provide courses at multiple levels across most subject sector areas. With an overall success rate of **85.2%**, including a long course success rate of **84.1%**, for 2010/11, Harrow College now ranks as one of the highest performing colleges in the region.

We have in excess of 2100 16 to 18 learners, making the College by far the largest provider of such learning in the local area, in addition to managing the Harrow Skills Centre on behalf of Harrow Local Authority which provides training for young people aged 14 to 19 – a mixture of partner secondary school and Harrow College students. All our courses, both vocational and academic, provide learners with an opportunity to focus on developing employability and enterprise skills.

The College has over 500 courses for adults with the key focus being on provision that enables employability and skills development alongside the more traditional adult and community learning courses. The College continues to refine and further develop its adult provision by building on our established high quality HE offer, bespoke employer and community training, apprenticeships and innovative project work.

The College has extensive local partnerships with schools, employers, community groups and a rapidly expanding international network. The latter covers overseas curriculum development and/or delivery and capacity building locally in emerging economies as well as more traditional student recruitment activities.

It is an exciting time to join Harrow College as we continue to diversify our business to enhance the quality and range of provision for our existing and established markets whilst, at the same time, actively seek out new opportunities for growth and future sustainability. I very much look forward to receiving your application.

Yours faithfully,



**Tony Medhurst**  
**Principal & Chief Executive, Harrow College**  
[www.harrow.ac.uk](http://www.harrow.ac.uk)



## **The Curriculum**

Curriculum provision at Harrow College is delivered by four departments

- Health, Arts and Wellbeing
- Foundation Learning and Skills
- Science, Maths and Technology
- Business, English and Media Studies.

The College provides an extensive range of courses as well as excellent facilities. Courses are taught on our main campuses: Harrow Weald and Harrow-on-the-Hill, as well as at our highly successful Whitefriars Centre, and various community outreach centres

Harrow Skills Centre is a partnership project managed by Harrow College. The Centre opened in a purpose built, state of the art building in September 2005 and provides vocational learning for the 14-19 age range.

## **Mission Statement and Vision**

We provide choice and opportunity. Your success is our priority.

Our vision is to strive for excellence in all we do and to seek to develop new learning opportunities for the community.

## **Our Standards**

Ofsted has reported the College as Outstanding for Social and Educational Inclusion. We have also been awarded a Centre of Excellence for the Hearing Impaired, this is the only centre of its kind in North West London. We are also a member of the Westminster Centre of Excellence in Teacher Training (CETT).

The College was successfully validated against the Matrix standard for its information, advice and guidance services. We also hold the Investors in People quality standard, as well as the Charter Mark for the quality of our overall service.

## **About Harrow**

Harrow is an outer London Borough in northwest London and approximately 10 miles from central London. The borough is bordered to the north by leafy Hertfordshire but also has easy access to the city, which is only 20 minutes away by train into Marylebone station. Currently one of the safest boroughs in London, Harrow is composed of 20% parkland and open spaces giving a total green belt area that is equivalent to eight Hyde Parks.

The area combines a wealth of tradition and history with a vibrant modern community. As one of the most diverse boroughs in the UK Harrow offers lively cultural diversity and a wide range of ethnic restaurants. Approximately 40% of the local population is from an ethnic minority group, predominately Asian, and the area has a large Hindu and Gujarati community.

Many people who live in Harrow commute into London on a daily basis and the concentration of 'young professionals' is particularly high in the areas close to the station; as you move away from central Harrow you reach areas popular with families where the housing stock is made up of largely semi-detached properties. More information regarding Harrow can be found from the local authority website: [www.harrow.gov.uk](http://www.harrow.gov.uk)

# Harrow College – Senior Leadership Team

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**Principal and Chief  
Executive**  
*Tony Medhurst*



**Vice Principal**  
*Pat Carvalho*



**Director of Finance and  
Resources**  
*Judith Abbott*



# Harrow College – Departments

**Vice Principal**  
*Pat Carvalho*

**Head of Quality and  
Learner Services**  
*Chris Faux*

**Head of Development,  
Enterprise and  
Innovation**  
*Steven Porter*

**Head of Department –  
Science Maths and  
Technology**  
*Sada Joshi*

**Head of Department –  
Business English and Media  
Studies**  
*Mike Howley*

**Head of Department –  
Health Arts and Wellbeing**  
*Sue Wilson*

**Head of Department –  
Foundation Learning and  
Skills**  
*Pat Brown*

**Curriculum Leader –  
ICT**  
*Yvonne Spittles*

**Curriculum Leader –  
Maths**  
*Parvaneh Alinaghian*

**Curriculum Leader –  
Science**  
*Chris Davies (Interim)*

**Curriculum Leader –  
Business**  
*Marion Draddy*

**Curriculum Leader –  
English**  
*Helena Mills*

**Curriculum Leader –  
Humanities & Media**  
*Mary Ling*

**Curriculum Leader – Arts**  
*Chris Spellen*

**Curriculum Leader – Health  
& Care**  
*Ade Gachegua*

**Curriculum Leader –  
Hair and Beauty**  
*Coron Zammito*

**Sport Travel &  
Hospitality**  
*Kate Lou*

**Curriculum Leader –  
Entry & LLDD**  
*Terry Knight*

**Curriculum Leader –  
ESOL**  
*Mumtaz Van Der Vord*

**Skills Centre Manager**  
*Phil Clarke*

**Whitefriars Training  
Centre Manager**  
*Neil Dunn (Interim)*



## **EQUALITY & DIVERSITY POLICY STATEMENT**

1. Harrow College is committed to Equality & Diversity and respect for all students, staff and visitors.
2. The College is opposed to any form of discrimination on grounds of sex, race, religious belief, colour, nationality, ethnicity, sexual orientation, age, social class, mental or physical disability.
3. Harrow College will seek, both as an Employer and Provider of Education and Training, to work actively towards offering equality to all students and staff with respect to:
  - access to and participation in education and training
  - selection, recruitment, promotion and development of staff
  - the curriculum
  - the College environment
  - resources
  - support systems
  - reflect the diverse nature of the community in which it works
  - take positive steps to ensure no forms of unlawful discrimination occur
  - address Equality & Diversity issues at individual and institutional level
  - monitor the effects of its Equality & Diversity Policy in operation and develop an annual plan to address issues
  - modify procedures and priorities as necessary to improve implementation of the Equality & Diversity Policy
4. An annual report on all Equality & Diversity matters will be made to the Governing Body.
5. An Equality & Diversity committee of the College will undertake routine monitoring and make recommendations for action. Members will be drawn widely from the College community and may be co-opted from outside in order to provide specialist knowledge or expertise. Minutes of and reports to the Equality & Diversity Committee will be available on the College's Intranet.

## TRAVEL EXPENSES POLICY

- Requests for reimbursement of interview expenses will be dealt with on a case by case basis
- Candidates must inform HR prior to interview date that they will be making a claim for reimbursement
- Candidate must supply proof of purchase and will be required to attach original ticket to an Interview Expenses Claim Form.
- All tickets must be at the cheapest rate and agreed with HR prior to purchase
- Expenses incurred for food and drink whilst travelling will not be reimbursed.
- Petrol/diesel costs will be reimbursed at 35p per mile
- Should accommodation be required expenditure will have to be authorised prior to assessment/interview date and will be booked by HR. Accommodation booked by candidate will not be reimbursed.
- Any expenses incurred by a candidate will not be paid until after the conclusion of the interview process.
- Remittance will be forwarded by post.
- In the event of a candidate withdrawing his or her application or refusing offer of employment on grounds, which in the opinion of the HR Manager are inadequate, no expenses will be paid.

## HOW TO MAKE A GOOD APPLICATION

**Please read all of the following information carefully before completing the application form.**

- Read through each section of the application form carefully. You may find it helpful to do a rough draft first.
- The person specification document describes the essential skills, knowledge, experience and qualifications which you will need in order to carry out all of the duties described in the job description. Your completed application form should demonstrate that you have these skills and that you understand and are committed to equal opportunities.
- The statement in support of your application is very important. This is where you make your case for the post. Examine the skills and experience asked for and provide evidence that you possess the relevant skills by giving specific examples and ensuring that they match the selection criteria. Do not forget the skills and experience which you may have gained outside of paid employment. For example you may have considerable domestic responsibilities, or may organise social or community events in your spare time. It is most important that your statement is succinct.
- One of the referees quoted on the form should be your present or most recent employer. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well to confirm the information which you have given and to comment on your ability to do the job. You should not give the name of a relative as your referee. Internal candidates should give the name of their line manager.
- The College is committed to improving employment opportunities for all people with disabilities. However, at present some of the college buildings have limited access. If you are invited for interview, please inform the Human Resources Manager if you require assistance.
- In order that the College is able to monitor its recruitment process in line with its Equal Opportunities Employment policies, you are asked to complete the section on equal opportunities monitoring and to state where you saw the advertisement.
- When completed, read through your application carefully, checking for errors or omissions. Make sure that your application form is sent in plenty of time. Applications received after the published closing date will not be considered.
- For reasons of economy, when we receive a large number of application forms, it is not possible for us to write to all of the applicants whom we do not shortlist. If you have not heard from us within four weeks of the closing date, you should assume that your application has been unsuccessful.
- Most of the positions in the College are suitable for job sharing. If you would like to apply for this post on a job share basis, please contact the Human Resources Manager for more information.

**If you have any difficulty in completing the form or have any questions, please contact the Human Resources Team on 020 8909 6040. We will be happy to help.**