

# A Candidate's Guide to Staff Recruitment at East Durham College



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Creating Outstanding Futures



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# About East Durham College



There has never been a better time to join our fantastic team here at East Durham College. With recent investment in our already outstanding teaching facilities and further investment still to come, the College has a great deal on offer for both staff and students.

The college operates over three campuses, with an extremely broad offer of courses. Our different sites are:



- 1 Willerby Grove, Peterlee
- 2 Houghall, Durham City Centre
- 3 The Technical Academy, Peterlee



## Exceptional Education

Ambitious curriculum planning and delivery.  
Outstanding teaching and support.  
World-class learning experiences.

## East Durham College's Mission:

**Enriching lives through transformative education**

## Purposeful Partnerships

Engage private and public sectors in collaboration.  
Lead on helping to address skills priorities in the region.  
Work together as an educational sector to drive the economy forward.

## Accelerating Social Mobility

More economically active individuals.  
Increased inclusivity.  
Reduced inequality of opportunity.



## STUDENTS

Students are at the heart of our decision making as we strive to achieve a highly ambitious curriculum for all.

## RESPECTFUL

Nurture a culture of respect for all; providing an inclusive environment which promotes a sense of belonging and community amongst students and staff.

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# Our Vision

Our vision is to provide exceptional further and higher education, providing opportunities for all, through purposeful and collaborative partnerships.

We will specifically grow provision in regionally important skills priority areas including construction, advanced manufacturing, social care, digital, culture, creative and tourism and health and life sciences, horticulture, agriculture and food security and sustainability.

## EXCELLENCE

Quality is at the heart of our curriculum and service delivery enabling our organisation to thrive.

## SUSTAINABLE

To build a sustainable provision for our current and future communities.

**Our vision is  
underpinned  
by these  
core values**

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## Our Staff Benefits

- Lecturing Staff (FTE): **40 days** annual leave, plus Bank Holidays.
- College Directors (FTE): **35 days** annual leave, plus Bank Holidays.
- Business Support Staff (FTE): **30 days** annual leave, plus Bank Holidays.
- Teacher Pension Scheme (TPS) with up to **23.68%** employer contributions (Lecturing Staff).
- Holiday buy back scheme.
- Local Government Pension Scheme (LGPS) with up to **19.5%** employer contributions (Business Support Staff).
- **Free gym** membership which can be accessed at our Willerby Grove Campus based at Peterlee.
- **Enhanced** maternity/paternity and adoption leave.
- Three days paid **emergency leave** per year (Non-consecutive).
- Various **paid** and **unpaid leave** for other needs.
- **Funded** Continuous Professional Development (CPD) where appropriate.
- Onsite **canteens** at all sites.
- **Starbucks** at the Willerby Grove and Houghall Campuses.
- Onsite **restaurant** (The Grove) and **Hair & Beauty Salon** at Willerby Grove.
- Free **onsite parking**.
- Onsite **childcare nursery** (catering for up to 5 years old) at Willerby Grove.
- **Cycle to work** scheme member: [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk)
- Free **Beamish Museum** tickets available to staff, subject to availability.
- Employee Assistance Programme and CBT (Cognitive Behavioural Therapy) Services.
- **Flexible working** scheme policy.



Houghall Campus, Durham



The Technical Academy, Peterlee



Peterlee Campus

# A Candidate's Guide to Staff Recruitment at East Durham College

## Applying for a job vacancy at East Durham College

### Job Application

Attached to all vacancies is a job description which also contains a person specification. If you believe you meet the essential criteria, we strongly encourage you to submit your application. On the application form candidates are required to provide all qualifications achieved, along with their full employment history since leaving full-time education. Please note, that we do not accept Curriculum Vitae (CV) as an application.

### How To Make Your Application Standout

Please pay particular attention to the two supplementary questions in the application form, which are:

- Please outline the skills, knowledge, and experience you have that are relevant to this position, including any voluntary or community involvement. In your response, refer to the job description and person specification, explaining how you meet the required criteria.
- Please explain why you believe you are a suitable candidate for this position, including how your values, personal experiences, and individual qualities align with the role. Additionally, describe how you will contribute to the college and its goals.

These questions provide an opportunity to demonstrate how you meet the essential criteria and, where relevant, the desirable criteria detailed in the person specification.

Please carefully review the qualifications, previous experience, knowledge, skills and other attributes outlined in the person specification. Explain how you meet these criteria, as the shortlisting panel

will evaluate your application against these. Additionally, refer to the job description and include any information that will support your ability to do this job role.

### Disability Confident Employer

East Durham College is proud to be a Disability Confident employer and we operate a guaranteed interview scheme. If you fall into this category and meet the essential criteria, you will automatically be selected for an interview.

### Closing Date

The closing dates for all job applications are outlined on our vacancies page which can be accessed via the East Durham College's website.

### Communications

East Durham College's recruitment team will contact all candidates to confirm if they have been successful or unsuccessful in the application process.

### Interview

Successful candidates will receive an email, from the recruitment team, inviting them to attend an interview. All information required for the interview will be detailed in the email correspondence. If candidates require any special arrangements, please email [recruitment@eastdurham.ac.uk](mailto:recruitment@eastdurham.ac.uk) and we will make every effort to provide the required assistance.





## Successful Candidates

If you are successful at the interview, you will receive an email from the recruitment team who will provide instructions on the next steps of your journey in joining EDC.

Please note: All pre-employment checks are in line with Keeping Children Safe in Education. Any offer of employment will be subject to satisfactory clearance of pre-employment checks.

## Pre-employment Checks

All candidates are required to book and attend an appointment at the Human Resources office based at Willerby Grove, Peterlee, to provide all the necessary documentation.

## We must obtain the following pre-employment checks:

### References

Two references, ideally from your two most recent employers. Reference details provided must always be from an individual in a managerial role or the human resources department. We reserve the right to request alternative references and complete background checks based on the information provided in the application form and at the interview.

### DBS (Disclosure and Barring Service)

East Durham College is committed to safeguarding children and vulnerable adults; therefore, this role requires an Enhanced DBS check which will be funded by EDC.

### Right-to-Work

The recruitment team must receive a valid right to work document prior to your first day at East Durham College. This is a compulsory requirement for all employees to prove their legal right-to-work for East Durham College in the United Kingdom.

## Certificates and Qualifications

All candidates are required to provide the recruitment team with original qualification certificates which are a requirement of their new role.

## Medical Check

All successful candidates are required to complete a confidential health screening questionnaire. Your questionnaire is referred to our expert occupational health provider, for a full assessment, to determine if you require any additional support whilst working at the College. Occasionally, as a part of this assessment, a short phone call or face-to-face appointment with an occupational health professional may be required.

## Other Onboarding Documents Required

The following onboarding documents will also need to be completed prior to any candidate's first day at the College:

- New starter health screening questionnaire (*as detailed above*).
- Personal details form.
- New starter checklist.
- Pension form.

## Pre-Employment Mandatory E-Learning Training

All candidates are required to complete several mandatory online training courses prior to their start date at the College.

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## Disclaimers

A formal written conditional offer of employment will be provided upon acceptance of a job offer; the letter will detail all relevant information relating to your new role.

## Start Date

A start date of employment will only be confirmed in writing once the recruitment team have received all the satisfactory pre-employment checks and documentation.

## Equal Opportunities

East Durham College is proud to be a Disability Confident employer and we operate a guaranteed interview scheme. If you meet the essential criteria, you will automatically be selected for an interview. We are committed to creating an environment where everyone feels proud, confident, challenged and supported and are proud holders of Disability Confident accreditation.

## Help and Guidance

If you would like any further advice or support, please contact the recruitment team on:

**0191 518 5527**

**0191 518 5525**

Email address: [recruitment@eastdurham.ac.uk](mailto:recruitment@eastdurham.ac.uk)

If you are experiencing any technical issues with your online job application, please contact our recruitment software provider on the following contact details:

**Service desk helpline:**

**0194 366 1104**

**Thank you for showing an interest in working for**

**East Durham College and good luck!**



