

Information for prospective Non-Teaching staff 2020/21



Thank you very much for your interest in Aspire Sussex Ltd and for wanting to work with us.

Aspire is an organisation filled with dedicated, talented and hardworking people - people just like you - who are devoted to working hard to enable our students to achieve their personal aspirations and to inspire them to learn, enjoy and achieve.

Aspire embraces diversity; enables personal and professional development and encourages innovation and creativity. Aspire has a strong set of professional values, aligned to its organisational mission, vision and values, which underpin the way we work together.

In the following pages, we will tell you about more about Aspire and provide you with additional information to help you complete your application.



Christina Chacksfield
Head of HR and Student Services

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Aspire Sussex Limited is an Adult Education Charity leading in the planning, promotion and delivery of adult education across West Sussex and beyond, supporting communities, developing skills, and helping students to learn, enjoy and achieve. We have a vision, mission and a set of values, that together describe the direction of our business, its core purpose and how we want to behave as an organisation.

Vision

We will provide community based adult education that is vibrant, accessible and sustainable and responds to the needs of our local communities

Mission

To enable people to achieve their personal aspirations, whatever their starting point, and inspire them to learn, enjoy and achieve.

Values

Our values underpin the way we work, they are:



Aspire's Trustees

Aspire Sussex has a board of non-executive Trustees whose role it is to make sure the charity is running well and doing what it was set up to do. This includes ensuring the charity has the money it needs; spends its money sensibly, on the activities for which it was raised; follows the law, including preparing reports and accounts to send to the Charity Commission and doesn't break the rules in its governing document.

Executive & Senior Management Teams

The day to day running of Aspire is managed by Aspire's Executive and Senior Management teams.

Aspire's Executive Team consists of:

- **Robyn Kohler** - Chief Executive Officer
- **Christina Chacksfield** - Head of Human Resources
- **Nick Quinn** - Interim Head of Finance

Together with the Executive Team the following managers form Aspire's Senior Management Team:

- **Emma Leavey** - Director of Performance, Quality & Inclusion
- **Kate Scales** - Director of Business Development & Marketing
- **Lynne Smith** - Safeguarding & Compliance Manager

Aspire's Staff

Aspire is staffed by approximately 80 full and part time operational and support staff and employs around 200 tutors. In addition we employ casual staff who, among other things, invigilate exams or provide additional operational support at busy times. We also have the support of volunteers who help both in our classes as learning support volunteers and with administration and fundraising.

Matrix Standard

Aspire Sussex are proud to be accredited with the Matrix Standard; this is a unique quality framework for organisations to assess and measure their information, advice and guidance, which ultimately supports individuals in their choice of career, learning, work and life goals.



Aspire's main areas of activity are:

Employability Skills

Through Aspire Sussex, thousands of adults in Sussex gain qualifications in areas such as English, maths, teaching, counselling, childcare, hairdressing & barbering, up to and including GCSE and Diploma levels. Aspire also offers non-accredited provision such as, short business courses confidence building, job search skills and business start-up skills.

Aspire's functional skills courses in English and maths are held in small friendly groups & students are encouraged to work at their own pace. Our students tell us that our courses help them into employment; help them to progress at work; improve self-esteem and confidence; make a positive impact on family life and help them to progress onto GCSE and further education opportunities.

Aspire's courses in English for Speakers of Other Languages (ESOL) enable students to integrate into their local communities and gain Citizenship status through learning English.

We work with adults with learning difficulties and disabilities and every year we help hundreds to improve their independent living and learning skills. Students tell us that they courses help them feel confident taking part in local activities; feel part of a community; improve skills for work; feel more valued and respected.

Family Learning

Aspire works in partnership with primary schools and children and family centres to deliver Family Learning courses across West Sussex. Courses are open to adults who play a significant part in a child's life and are funded by the Education and Skills Funding Agency. Some courses are joint, where adults learn alongside children, others are for adults only.

Courses focus on supporting learning and wellbeing by exploring children's social and emotional development and by building parents' self-esteem and confidence. Courses also enable families to extend their understanding of English, language and maths skills and how these are taught in schools.

Every year parents and carers benefit from our Family Learning programmes with many positive benefits such as helping parents and carers to support their children's learning; encouraging families to spend time together; helping families to engage with schools; improving children's performance in schools and more. The focus is always on support and fun.

Community Learning

We deliver non-accredited courses across a variety of subject areas. Many of our community learning courses help people to improve their health and wellbeing, these include, Fitness classes, Cookery, Massage, Yoga, Tai Chi, Mindfulness & Self Esteem. Every year thousands of our students benefit from our Health and Wellbeing programmes; our students tell us that these programmes make a significant impact, helping them to maintain and improve their overall health and wellbeing.

Aspire offers a variety of creative courses such as Arts and Crafts, Gardening and DIY, Cookery, Music and Creative Writing. These courses can make a real difference to people's lives in many ways, not only enabling students to develop their creative skills; but also providing situations for social interaction & creating employment opportunities.

We offer also a wide range of language courses – from French, Spanish, Italian and German to Arabic, Chinese, Japanese and Russian - many taught by native speakers embracing the culture as well as the language of countries across the globe.

Community Projects

Aspire Sussex and partners have been successful in bids to the National Lottery Community Fund Building Better Opportunities programme and have received funding totalling just over £1.8 million. Aspire is leading two projects called Working Together for Work and Local Learning Perspectives across the Coast to Capital LEP area (East and West Sussex, Surrey, Brighton and Hove).

The two projects involve working with a range of partners who will bring expertise to provide targeted family-focused provision through family learning and community inclusion, supporting hard to reach groups and individuals to return to work.

Building Better Opportunities is funded by European Social Fund and the National Lottery Community Fund.

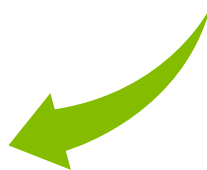
Aspire Sussex also works with local charities, local and national funders to carry out other projects from time to time to help more people access learning opportunities.

Recruitment Process

To ensure a fair recruitment and selection process, we ask all applicants to complete our standard Application Form



When we receive your application it will be sent to the appropriate Line Manager for consideration.



If your experience, expertise and qualification match the requirements for the role, then you will be invited to attend an interview. Eligibility for employment in the UK checks will be carried out at interview stage



Following your interview, you will be contacted by the lead interviewer to advise you of the outcome of your interview.



If successful at interview our HR Advisor will send out your formal offer documents by post. References will be taken up at this stage.



New employees will be provided with induction training by their line manager and will be required to complete the following mandatory e-learning modules: Safeguarding & Prevent, Health & Safety, Equality & Diversity and GDPR. Additional training needs or requirements will be discussed within Aspire's Performance Development Review (PDR) process.

Where we work

Our Head Office is at Marle Place in Burgess Hill. As well as offices, Marle Place has teaching facilities and a vibrant programme of courses. We also have Aspire offices and teaching facilities at Centres in:

Kingsham Road, Chichester
Westloats Lane, Bognor Regis
The New Learning Shop, Littlehampton
Basepoint, Crawley
The Drill Hall, Horsham

Teaching also takes place in schools, libraries, community centres, children and family centres, village halls and partner venues across Sussex.

When we work

Standard day time office hours are 9:00am to 5:00pm Monday to Thursday, and 9:00am to 4:30pm on Fridays, with a 30 minute unpaid lunch break. There are variations to this standard pattern at some of our centres, and many of our employees work non-standard hours. We have a high number of part-time staff and all Tutors work on a sessional basis.

As we run evening, daytime and weekend courses, most staff work occasional evenings and Saturdays. Additionally, flexibility is required to cover other hours during busy periods and, on occasion, travel to other Aspire sites across West Sussex is required.

Aspire Sussex recognises the importance of helping its employees balance their work and home life and so we have a Flexible Working Policy in place. Any employee can make a request for flexible working. Whilst we cannot guarantee to accommodate a flexible working application, we do guarantee that we will carefully consider any request made.

Who we work with

Aspire Sussex actively works with a number of partners across the South East of England to improve the quality of provision and seeks to increase access to learning across Sussex and its neighbouring counties



Pre-employment checks

All offers of employment are made subject to the following criteria; proof of eligibility to work in the UK, 2 satisfactory employment references and, if required, a DBS check.

When you join

All new staff benefit from a full induction, as well as our 4 e-learning modules, ongoing support and personal development.

All of our posts are subject to an initial probationary period. This varies according to the length and type of the contract.

Equal Opportunities

Aspire Sussex is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake and in the provision of all of our services.

We therefore expect all Aspire staff to be willing and able to make a positive contribution to the promotion and implementation of Aspire's Equality and Diversity Policy.

Upon joining Aspire, all employees are required to complete our Equality & Diversity e-learning course as part of their induction to the organisation.

Safeguarding

Aspire Sussex is committed to safeguarding and promoting the welfare of our staff and students, we therefore expect all staff and volunteers to do the same. We ask all staff to undertake safeguarding training when they join us.

Wellbeing

Aspire Sussex place a strong emphasis on the health and wellbeing of its staff.

Aspire have formed a Wellbeing Task Group of people who are passionate about generating creative and innovative initiatives to support staff wellbeing. This includes: raising awareness; promoting company wide and local wellbeing initiatives, and signposting staff to organisations and tools that may offer help and support when needed.

One of the many ways we keep employees up to date with key information and initiatives are our wellbeing noticeboards which can be found at each of our centres. These follow a monthly theme and display a variety of information, advice and guidance for all staff.

In July 2019 Aspire joined the Breathe Culture Pledge, an initiative designed to encourage businesses to take their company culture seriously. The pledge is a statement of Aspire's intent to invest in our company culture for the benefit of our employees.



Benefits

We offer our staff a range of benefits to ensure that we fully support staff no matter what hours they work. We aim for our benefits to appeal to all Aspire team members throughout the organisation and hope that they make working at our charity even better!

- ✓ 27 days holiday per year, rising to 29 days after 5 years service, plus 8 bank holidays (prorated for part time employees).
- ✓ Commitment to continued professional development, including eligibility for one staff free course per term from Aspire's Community Learning programme of courses*
- ✓ 24 hour Employee Assistance Programme
- ✓ Competitive pension scheme; subject to the employee making a minimum contribution of 5%, Aspire will make a payment of 6% of the annual salary towards the organisation's pension scheme
- ✓ Enhanced maternity and adoption pay policies
- ✓ Special leave entitlements and dependents' leave to help staff cope with family commitments
- ✓ Up to 50% off bookings for Hair and Beauty treatments at our salons in Marle Place. Treatments are provided by students attending Hair, Beauty and Therapies courses with Aspire.
- ✓ Participation in The Work Perk - an organisation distributing promotional products to organisations for their employees to enjoy

*some courses are excluded from this free course offer



The Work Perk
REWARDING THE GLOBAL WORKFORCE

How to apply

If you would like to find out more about working with Aspire, or wish to have an informal discussion regarding any of our current vacancies, please contact: Emily Statham, HR Advisor on: 01293 853481 or email hr-team@aspireussex.org.uk

Alternatively please visit our website <https://www.aspiresussex.org.uk/vacancies/> where you will find further details on all of our current vacancies, along with the relevant role profile and application form.