

**Shape Futures**  
**Join Our Team.**



**New Applicant Information.**





## Welcome.

Thank you for your interest in joining Gloucestershire College. We believe that our people are our greatest strength. Working here is about more than just a salary, it's about being part of something meaningful.

We create a supportive, values-driven environment where everyone plays a role in inspiring the next generation. We're passionate about learning and committed to helping you grow. From day one, we'll support you both professionally and personally, giving you the tools and opportunities to succeed.

Respect and collaboration are at the heart of what we do. We value the unique skills and experience each person brings and work together to create a workplace where everyone can thrive and give their best.

## Safeguarding

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Gloucestershire College promotes the welfare and safeguarding of our young people 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.

If shortlisted, you will be required to complete a self declaration of any criminal record or other information that may make you unsuitable to work with children. Applicants will be required to disclose any cautions, convictions, reprimands or final warnings in line with the Rehabilitation of Offenders Act. The College is committed to the fair recruitment of ex-offenders in line with its policy and legal responsibilities.

Candidates will be asked to provide evidence of their right to work in the UK. Satisfactory references and online searches will also be completed as part of the safer recruitment process. The online search reviews publicly available information, including social media, to identify any concerns that may require further discussion. References may be requested either before interview, with consent, or following an offer of employment.





Once appointed, all colleagues 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.

## Inclusivity

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We believe that diversity makes us stronger. We are proud to foster an inclusive workplace where everyone, regardless of background, abilities, or ways of thinking, feels valued and empowered to succeed. We celebrate neurodiversity and welcome team members with unique perspectives, including those with autism, ADHD, dyslexia, and other neurological differences and we would encourage all applicants that identify with this to apply.

We're proud to be a Disability Confident Committed Employer and part of the AoC Mental Health Charter, reflecting our commitment to inclusion and wellbeing.



## Outline of Recruitment Process

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Our recruitment process involves: application, shortlisting, interview and assessment, depending on the role, offer, onboarding.

We understand the benefits of using AI in work. But if you are thinking of using it to submit an application, we ask you think about what value it adds. AI tools tend to lack the personal touch and authenticity we value in candidates. We encourage you to showcase your unique knowledge and skills using your own voice.





## How Shortlisting Works

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Our hiring managers review applications against the shortlisting criteria in the job description, with personal details removed to help prevent unconscious bias. To give yourself the best chance, make sure your application clearly shows how you meet the criteria.

As a Disability Confident Employer, we make sure that applicants who tell us they have a disability are given fair consideration. If you meet the essential criteria for the role, you will be guaranteed an interview. This is part of our promise to create an equal and welcoming recruitment process for everyone.

## What happens next:

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If you are shortlisted, we will email you with full details of your interview. Here's what to expect for the different roles:

**Teaching Roles:** You'll deliver a short teaching session (micro-teach), followed by a panel interview.

**Support Staff:** Usually a panel interview and a task related to the role.

**Leadership and Management:** You will receive details of an interview and assessment centre tailored to the position. This may include psychometric profile and critical thinking tests.

**Top tip:** Our panels score answers against set criteria of met, partially met or not met. Use recent, relevant examples to show your experience and skills.





## Interview Preparation

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During the interview you will be asked competency-based questions linked to our values. This helps us understand how you approach situations and work with others, in addition to your technical skills and experience for the role. Here are some example questions:

Be Responsible	Can you give an example of how you manage your time or resources to meet expectations?
Be Ambitious	Tell me about a situation where you pushed yourself outside your comfort zone to achieve a better outcome.
Be Respectful	What steps do you take to help others feel included and valued?
Be Collaborative	How do you build strong working relationships with colleagues across different teams or areas?

## Reasonable adjustments during the recruitment process:

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At Gloucestershire College we want every applicant to feel supported throughout the recruitment process. As a Disability Confident employer, we are committed to making adjustments that help you show your best.

To request a reasonable adjustment, you should provide the following information:

- Tell us why you need an adjustment
- Share any specific adjustments that would help
- Let us know about previous adjustments you have had (if any)

Once you have applied, a People Coordinator will get in touch to confirm what you need. If you realise later that you would like an adjustment, don't worry – just email us at [people@gloscol.ac.uk](mailto:people@gloscol.ac.uk).





Examples of reasonable adjustments you can request:

- Extra time for tests or assessments
- Accessible interview rooms
- Interview questions provided in writing
- Rest breaks during interviews, tests or assessments

This isn't a full list, and we will consider any reasonable adjustments that you might need. After you submit your request, our People team and hiring manager will review it and let you know the outcome.

## Summary.

Thank you again for your interest in joining Gloucestershire College. Please review the job description and shortlisting criteria for the role you are applying for and submit your applications through our online system.

If you have any questions, email us at [people@gloscol.ac.uk](mailto:people@gloscol.ac.uk)

