# Job Application Pack

# Vocational Teacher of Motor Vehicle Part-time (24 Hours)

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## What is included in this pack?

To help you prepare for your application, we have put together this candidate pack. It includes key information you will need and hopefully answers some of your important questions before we meet you.

The pack includes:

* Welcome letter from Jacqui Green, Head Teacher
* Who are Fresh Futures?
* Why work with Fresh Futures?
* College overview
* The role
* Job description
* Person specification
* How to apply
* Application FAQs

Other resources you may want to look at are:

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| Our website: | <https://brianjacksoncollege.co.uk/> |
| Our Ofsted report: | <https://files.ofsted.gov.uk/v1/file/50223653> |
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## Welcome letter from the Head Teacher

July 2025

Dear Applicant

**ROLE NAME – Vocational Teacher of Motor Vehicle**

Thank you for your interest in the Vocational teacher of Motor Vehicle position based across our provisions at Huddersfield and Heckmondwike. This is a fantastic opportunity for you to join our highly successful, hardworking, dynamic, creative, and friendly team.

Brian Jackson College is an Alternative Provision, owned and managed by Fresh Futures, who have been pioneering better support for young people with projects and services in the wider community since 1974. It was founded in 2005 and is an independent school rated GOOD by Ofsted.

We aim to inspire all our pupils aged between 13 & 18 years to be motivated and successful citizens equipped to meet the challenges of today and tomorrow. We have created a positive environment that offers a fresh start and encourages and promotes pupils academic, social, moral, spiritual, and cultural learning.

Our 2023 Ofsted report stated that ‘Pupils enjoy attending Brian Jackson College. There are positive, caring relationships between adults and pupils. During the inspection, pupils and staff commented that the school has a ‘family feel’…Behaviour across both school sites is good. When issues do arise, adults provide nurturing support to help pupils manage their behaviour and make positive choices.’

If you are ambitious and passionate about changing lives and want to be part of our vision, we would love to hear from you. If you would like an informal discussion ahead of submitting your application, please feel free to contact Jacqueline Green, Head Teacher on 01924 408306 or via email at [bjcadmin@freshfutures.org.uk](mailto:bjcadmin@freshfutures.org.uk)

Once again thank you for your interest in the post: vocational Teacher of Motor Vehicle, and working at Fresh Futures. I look forward to receiving your application and possibly working with you in the future.

Yours sincerely

Jacqui Green

**Head Teacher**

## Who are Fresh Futures?

IMPROVING LIVES; INSPIRING CHANGE

Our vision is that all young people have opportunities for a better life now and in the future.

Fresh Futures is a regional charity that works with vulnerable and disadvantaged children, young people, and their families within Kirklees and surrounding areas.

We are thoughtful leaders and, together with partners, our mission is to deliver the best possible outcomes through four interwoven strands of activity – providing education services and facilities, building healthy relationships, promoting health and wellbeing, and improving employability skills.

‘Improving lives. Inspiring change’ is at the heart of everything we do.

Established in 1974, our far-reaching heritage means we have the skills, expertise, and reputation to drive equality and social justice forward – and this is something we’re extremely proud of. We’re ingrained in our diverse communities and, as a result, *truly* understand the needs of the children, young people, and families within them.

Therefore, our services do not stand in isolation but are interconnected – working together with our communities and external organisations to remove barriers and help children (under 19 years-old) and young people (under 26 years-old) in Kirklees and surrounding areas to have a brighter future.

Our four-interlocking strands of work have a direct or indirect impact on children and young people, and they are:

* **Education services** – Alongside our alternative non-mainstream educational provisions, we also deliver a range of services that educate, guide, and support families.
* **Health and wellbeing** – We offer health, nutrition, safety, and wellbeing support to families who are in need.
* **Employability and skills** – We provide ready-for-work support and personal development opportunities for families.
* **Healthy relationships** – We offer a range of services that help the people we support to build and sustain healthy, positive, safe, and respectful relationships.

We provide early interventions and medium to longer-term support for children and those in a child’s circle of influence who are facing challenges with their social, emotional, and mental health – meaning we’re experts in dealing with the difficult everyday issues they face.

We listen, we respect, we include, we empower, we care. And through the work that we do, we aim to make a positive and lasting difference for the people we support.

At Fresh Futures, we don’t solely meet the needs of our community, we help to positively impact the lives of others by shaping the conversation, influencing the agenda, and demonstrating thought leadership in our areas of expertise.

Our services

Today, we have a wide range of services, including:

Support for families, including Healthy Start, Safety Rangers and Hopeful Families

Support for children, including child contact centres

Support for parents, including our Domestic Abuse Prevention Programme

Support for young people , through Brian Jackson college

Support for vulnerable people, including Community Connections

Fresh Future’s Senior Leadership Team

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| --- | --- |
| Chief Executive | Mark Farmer |
| Head of Finance | Julie Watt |
| Head of Children and Family Services | Catherine McKenzie |
| Head of Income & Engagement | Katie shepherd |
| Facilities Manager | Emma Cavanagh |
| Mark Kilburn | School Business Manager |
| Samantha Cashman | Business coordinator |
| Head Teacher | Jacqui Green |

Our Chief Executive works collaboratively with the Senior Leadership Team to achieve the strategic and operational aims of the Charity.

## Why work with Brian Jackson College and Fresh Futures?

We have a long and proud history which we are proud of. We are a friendly and straight forward team, who believe in supporting each other through thick and thin. We are confident that we are providing the best alternative provision for our pupils and inspire each other to find new ways to give our pupils opportunities where they haven’t had them.

Our values are

Empowering

Trusted

Caring

Approachable

Inclusive

We actively promote:

Democracy

Respect for different beliefs and religions

Universal rights for all

Equality of Opportunity

Freedom of Speech

### Why our colleagues think you should join our team

We asked our team why they love and enjoy working for Brian Jackson College. Their responses included:

*“it’s rewarding”*

*“it’s a privilege to be part of a young person’s journey”*

*“It’s not just a job; it’s a vocation”*

*“We’re like a family”*

### Why our pupils think you should join our team

We asked our pupils why they think you should join our team; their responses included:

*“It’s like a family here”*

*“It’s different to mainstream school”*

*“It’s a second chance”*

*“We get to do fun stuff”*

*“The staff are really kind”*

## College overview

We are a fresh start for our pupils, and we are dedicated to supporting them on their journey to academic achievement.

*‘Everyone is known as an individual and pupils’ diverse backgrounds and heritage are truly valued.’* Ofsted

Our Leadership Team consists of:

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| Head Teacher | Jacqui Green |
| Head of Post 16 | Jennifer Netherwood |
| Deputy Head Teachers | Brigitte Barrowclough (Huddersfield)  Nicola Atkinson (Heckmondwike) |
| Nurture & Wellbeing Leads | Venessa Bent (Huddersfield)  Suzanne Makin (Heckmondwike) |
| Behaviour Leads | Ashleigh Armitage (Huddersfield)  Elisha Abrahams (Heckmondwike) |
| Attendance & Outreach Leads | Elizabeth Wood (Huddersfield)  Kelsey Sweeting (Heckmondwike) |
| Senior Safeguarding Officer | Rochelle Spencer |
| SENCo | Victoria West |
| School Business Manager | Mark Kilburn |
| Whole School Counsellor & Pastoral | Joanne Warwick |

We pride ourselves on our nurturing ethos, taking a nurturing attitude across the board and considering all our pupils holistically. Each of our pupils has different and unique needs, which need tailored support. Our focus is on praise for actions, behaviors, relationships and completed work.

Support is provided through:

SENCO (Special Educational Needs Coordinator)

Nurture/ Enrichment specific sessions

Using and applying Boxall profiling and nurture principles

Bespoke EHCPs (education health and care plan)

Curriculum mix of academic and vocational courses

Extracurricular activities, including outdoor activities

We work closely with external agencies and have strong and productive relationships with them to safeguard our pupils. We see the importance of connecting with external agencies particularly around relevant and current issues in the local community that impact on our pupils.

Our facilities across our sites include:

12 classrooms

SEAL (social and emotional aspects of learning) areas

Nurture rooms (for time outs)

Food technology room

Hair and beauty salon

Vocational bays for mechanics, construction, and joinery

Dining areas

We also work with other educational partners who provide external access to additional vocational facilities.

## College Policies

### Safeguarding and Child Protection

This college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a Senior Safeguarding Officer and wider Safeguarding team, who are responsible for referring to and monitoring any Safeguarding and Child Protection concerns. All members of staff will receive training in line with our child protection policy.

### Employee Conduct

The Headteacher and Governing Body regard everyone working at our school as a role model to our pupils. As such, employees should conduct themselves with integrity, impartiality, and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the GTCE (General Teaching Council, England), and the school considers the principles to apply to all staff employed at the school.

### Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment were all are treated fairly and with respect.

This is a summary of the key college policies; if you are successful in the role, all policies will be shared with you as part of your induction.

## The Role

Motor Vehicle teacher for our vocational provision across 3 sites. The right person must be flexible in their delivery of teaching methods and have the ambition to be creative demonstrating initiative. You will also deliver the curriculum to a small selection of our KS3, KS4 & KS5 pupils. The post holder will Establish a safe, purposeful, and stimulating environment for pupils.

Main Activities Include but not limited to:

* Teach and assess students in the assigned vocational area in line with curriculum guidelines preparing progression into post 16 or the work industry.
* Design and create an engaging and innovative teaching programme, with high quality resources and thorough documentation
* Support arrangements for examinations or accreditations and pupils’ assessment.
* Compile the budget for material expenditure in your vocational area of expertise.

The post-holder will experience a certain level of autonomy regarding their workload. However, they will be expected to be closely supervised by the Head Teacher and by the Deputy Head.

**Closing Date for Applications**

Interview Date: W/C 8th September & W/C 15th September 2025

(CVs without an application form will not be accepted. No agencies please)

*Fresh Futures is a regional charity that supports vulnerable and disadvantaged children and young people, and their families, within Kirklees and surrounding areas. We aim to ‘Improve lives and Inspire change’ and, through our four strands of work, drive equality of opportunity and social justice forward – empowering individuals to make positive life choices and be the best they can be. Our vision is for all young people to have opportunities for a better life now and in the future.*

## Person Specification

* Experience working with KS3, KS4 & KS5 pupils in Alternative provision or PRU setting.
* Relevant Level 3 qualification in Motor Vehicle Maintenance/repair or equivalent
* A minimum of 2 years’ industry experience relevant to your vocational area.
* PGCE/QTS or equivalent (willingness to work towards)
* Experience of assessing, recording, and reporting on pupils learning
* Current Safeguarding children level 1 training
* Working with young people experiencing SEMH
* Training in behaviour management

## How to apply

CVs are not accepted as part of the application process. Please ensure you fully complete the application form included in this pack/ online. If you have a disability that prevents you from completing the application form, please contact the school to discuss.

Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post.

We require details of **two referees**, one of which must be your current or most recent employer. Please provide their names, **email addresses** and daytime contact numbers. (See ‘References’ on the important Information page of this Pack).

Please sign the declaration on the final page of the application form. If you are submitting your application electronically, you will be required to sign this page if invited for interview.

Completed application forms should ideally be emailed to us at [bjcadmin@freshfutures.org.uk](mailto:bjcadmin@freshfutures.org.uk) or be posted to Brian Jackson College, Vision House, High Street, WF16 0AD and to arrive no later than **12 noon** on the closing date (specified on the role description).

**Application forms not fully completed with employment or other gaps, questions unanswered or unsigned, will not be considered.**  As a result, please check your application before submitting.

## Application process FAQs

**What references do I need to give and when?**

Two satisfactory references must be received before we can confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

**What does the selection process look like?**

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. The school is committed to safeguarding and promoting the wellbeing of all children and expects all staff and volunteers to share this commitment. Therefore, interviews will include questions about safeguarding children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the HR Administrator if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

**Will you need to see proof of my qualifications and identity?**

All shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated in accordance with our Data Protection Policy for Recruitment Candidates and disposed of appropriately.

**When will I need to prove I have the right to work in the UK?**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. We will ask for proof of this at interview stage You will be asked to bring original documentation, including photographic proof of ID, to the interview.

This would include:

Passport

Passport, visa and biometric resident card

Passport and EU settlement scheme registration documentation (e.g., share code)

If you have any queries about what ID to bring, please ask us and we can clarify.

**Will I need an enhanced DBS check?**

Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. Checks will also be made against the Department for Education Prohibition List.

**Will I need to complete a Health Questionnaire?**

Before taking a teaching appointment, the preferred candidate will be required to complete an Occupational Health Medical Questionnaire. This will be completed after offer and before starting in the role.

Please be honest on this form, as failure to declare relevant medical history may affect your employment.

**What will Continuous Professional Development look like?**

Fresh Futures is committed to developing its staff. Staff are inducted into our community to enable new colleagues to become familiar with the culture of our school and its policies, expectations, and procedures.