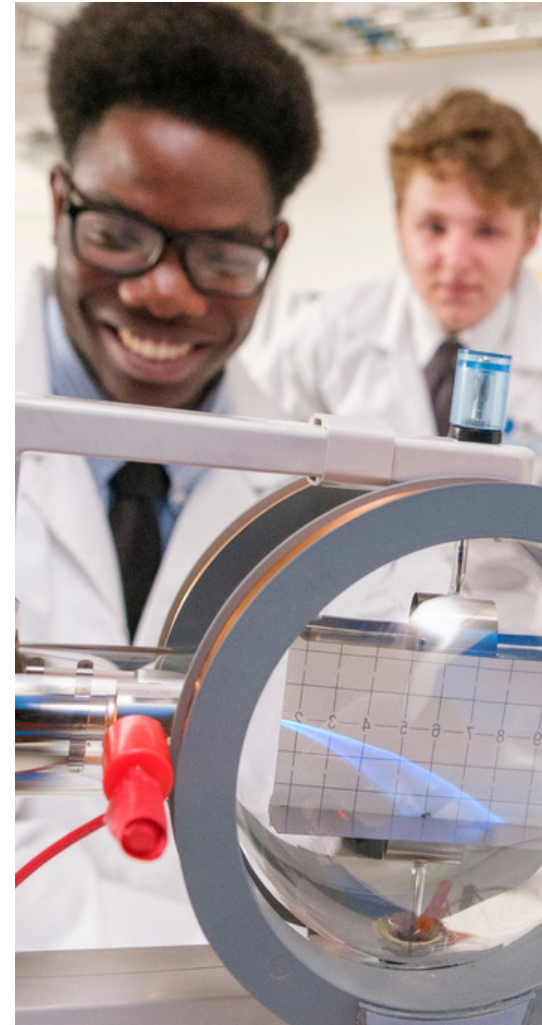
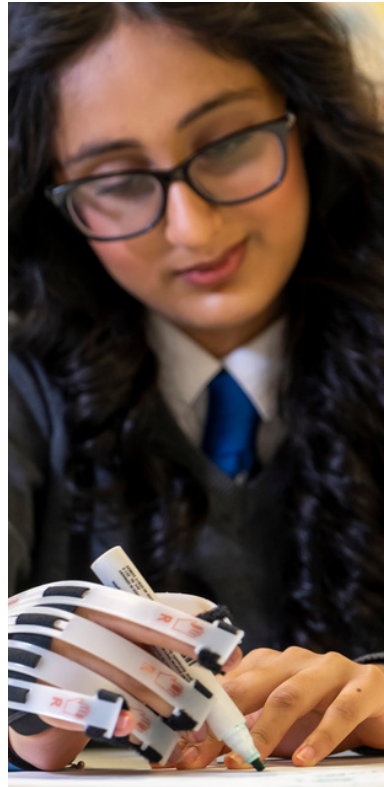




**UTC SHEFFIELD**  
**MAKING THE FUTURE**



# **The Sheffield UTC Academy Trust**

## **Candidate Welcome Pack**

## About The Sheffield UTC Academy Trust

At The Sheffield UTC Academy Trust we are a growing University Technical College (UTC) only trust based in the North of England.

Our UTCs offer a unique and specialised approach to learning, combining academic studies with practical, hands-on experience in technical subjects in order to prepare students for the world of work. Students can join either at age 13 in Year 9 or age 16 in Year 12. Focussing on STEM subjects, our schools specialise in up to three of the following: Computing, Creative & Digital Media, Engineering & Advanced Manufacturing, Health Sciences, Sport Science.

These are all regional, national and international growth areas that already, and will continue to, offer strong career opportunities in the future.

What sets UTCs like ours apart from traditional schools is our close collaboration with industry partners, ensuring that the curriculum is aligned with the needs of the workforce. Students engage in project-based learning, gaining practical skills and experiences that directly relate to their chosen career. All our institutions maintain strong ties with local businesses and universities, providing students with opportunities and exposure to real-world challenges.

We strive to deliver excellence in our specialist subjects and have positioned ourselves as the main talent pipeline creator for the next generation of scientists, engineers, designers, healthcare professionals and innovators. Our curriculum has been designed with intent, it's both broad and balanced whilst being focused on the needs of the relevant specialist sectors. In addition, the curriculum holds the students at its heart, morally shaped to provide focus and purpose whilst raising aspiration.

The Trust currently comprises of three UTCs: UTC Sheffield City Centre, UTC Sheffield Olympic Legacy Park and UTC Derby Pride Park.



**It's a privilege to lead the Sheffield UTC Academy Trust. Our UTCs attract a diverse range of students of all abilities who love to learn by doing. Our dedicated team, industry facilities and employer projects bring their academic studies to life.**



**Nick Crew**  
**Executive Principal**



## UTC Sheffield City Centre

UTC Sheffield City Centre opened in 2013 in the centre of Sheffield's creative quarter. Led by Principal Alex Reynolds, it is equipped with industry standard facilities, the £10 million building has capacity for 600 students and specialises in Engineering & Advanced Manufacturing and Creative & Digital Media. The building boasts engineering mini factories, milling machines and lathes, a prototyping workshop, a CNC machine suite, an apple mac suite, space for photography and filming, and much more.

The UTC celebrated its tenth anniversary in September 2023 and has seen graduates secure destinations with companies including Rolls-Royce, McLaren and Boeing, as well as university places at institutions including Cambridge University and the University of Sheffield.



“

**We're so proud of our track record of supporting our students to secure fantastic destinations, whether that's into an apprenticeship, degree apprenticeship or university.**

Alex Reynolds, Principal

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## UTC Sheffield Olympic Legacy Park

UTC Sheffield Olympic Legacy Park was the second UTC to open in Sheffield, and opened on the new Olympic Legacy Park which is fast becoming recognised as an innovation district for health wellbeing, research and learning. The Park is also home to elite sports teams and the Sheffield Hallam University AWRC making it the ideal location for the UTC which specialises in Computing, Health Sciences & Social Care, and Sport Science.

Led by Principal Jessica Stevenson, the UTC is equipped with state-of-the-art technology to support students studying their specialisms, and is partnered with a number of employers including the NHS, Sheffield Hallam University, the AWRC and many more.



**Working with universities, employers and partnering with industry gives our students an edge and experiences they wouldn't get elsewhere.**

Jessica Stevenson, Principal





## UTC Derby Pride Park

UTC Derby Pride Park is the most recent UTC to join the trust and is based on Pride Park, surrounded by engineering and manufacturing businesses. The UTC, led by Principal Lee Kirkwood, offers specialist courses in Engineering and Health & Life Sciences.

UTCs are all about employer-led education and the UTC is fortunate to have the support of some of the world's best known companies including Rolls-Royce and Toyota. They also enjoy the support and input of one of the UK's leading universities, University of Derby, nominated for 'University of the Year Award 2019' in the Times Higher Education Supplement.



“ **Blending academic and technical learning allows our students to develop the skills the workplace needs. Positioning us as a pipeline for the next generation of talent.** ”

Lee Kirkwood, Principal



## Explanatory Notes

### Application Form

Applications will only be accepted from candidates completing an Application Form. Please complete ALL Sections of the Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of an Application Form. Please read the application form, job description, person spec and other associated documents carefully so that you understand what the position involves. This information is designed to help you complete the application form as thoroughly as possible. Please check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process, you will be disqualified.

You will only be short-listed if you meet the essential requirements of the job specification. The decision to short-list you for interview will be solely based on the information you provide on the form.

If you have not been contacted within 4 weeks of the closing date, please assume your application has been unsuccessful.

Please return your form by email to:

[HR@utcshffield.org.uk](mailto:HR@utcshffield.org.uk)

Or by post to:

HR, The Sheffield UTC Academy Trust,  
111 Matilda Street, Sheffield, S1 4QF

### The Equality Act

People are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, gender, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity.

An optional equality monitoring form is provided to applicants.

### Disabled Candidates

We welcome applications from people with disabilities. If you are selected to attend for interview, you will be asked if you require any special arrangements.

Following the questions at interview there will also be time to discuss any reasonable adjustment that may be required to enable you to carry out the job.

### Asylum & Immigration Act

If short-listed you will be asked to bring relevant documentation to interview.

## Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring (DBS) checks.

1. Candidates should be aware that all posts in the Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. If you currently work in a school environment one of your referees MUST be the current Headteacher / Principal.
5. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered ‘not applicable’ if your duties have not brought you into contact with children or young people.

## The Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not acceptable.

We will seek references on all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.



## Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received) one of which MUST be from the Headteacher / Principal if you currently work in a school environment
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Verification of successful completion of NQT period
- Satisfactory completion of a Health Assessment and Health check
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.

## GDPR

The Data Protection Act (2018) means that all organisations that collect, process and store information about individuals do so correctly. By signing your application form you are agreeing to the Trust being able to collect and keep your information so that we can contact you, use the information for short-listing and selection and if you complete the voluntary Equal Opportunities Form for Equal Opportunities Monitoring purposes we will not keep any details of your application unless you are appointed to the post. All other information related to your application will be disposed of confidentially within 6 months of the interview date.



**The Sheffield UTC Academy Trust**

[trust@utcsheffield.org.uk](mailto:trust@utcsheffield.org.uk)

0114 308 4500

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