Application Pack

Guidance on applying to work for Leeds Arts University
# Introduction

<table>
<thead>
<tr>
<th>Part One — Applying</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completing your Application Form</td>
<td>5-6</td>
</tr>
<tr>
<td>ANote on CVs, References &amp; the Equality &amp; Diversity Form</td>
<td>7</td>
</tr>
<tr>
<td>Criminal Convictions</td>
<td>8</td>
</tr>
<tr>
<td>Shortlisting, Interview arrangements, Right to work &amp; Data Protection</td>
<td>8-9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part Two — About Leeds Arts University</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our History</td>
<td>11</td>
</tr>
<tr>
<td>Leeds Arts University Now</td>
<td>12-13</td>
</tr>
<tr>
<td>Mission, Values and Strategic Plan</td>
<td>14</td>
</tr>
<tr>
<td>Other Information</td>
<td>14</td>
</tr>
</tbody>
</table>

| Part Three — Staff Benefits                | 15-16 |
Dear applicant

Thank you for requesting an application pack. This guidance pack is split into three parts.

**Part One** has been designed to assist you through the recruitment process. It gives guidance on how to complete the application form and how the recruitment process will be operated.

**Part Two** provides information about us. It contains information on our history, our mission, values and strategic direction.

**Part Three** deals with the benefits that our staff enjoy through working with us.

Please take time to read this document. It will help you with your application and help you understand our exciting, diverse, vibrant and creative community, and what an exceptional place Leeds Arts University is to work.

Graham Curling  
Head of Human Resources  
15th September 2017
Part One

Applying
Completing your Application Form

These notes give guidance on completing the application form and also further information with regard to the post and the recruitment process. If you have any queries regarding any aspect of the recruitment and selection process, please contact Human Resources on 0113 2028015/2028025 or by emailing recruitment@leeds-art.ac.uk. We aim to respond to all enquiries promptly.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job. Therefore, it is important that you complete all relevant sections of the application form as clearly and as fully as possible. In your application form you should clearly demonstrate how you meet the essential and desirable criteria for the role. For example, if the essential criteria states that you must have the ability to use Microsoft Office packages then it is not sufficient to say that you can use the packages, you should give reference to what aspects of the package you can use, and how you have used it previously.

Please ensure that you read the advert and the job description before you complete your application form. The Job Description provides information about the main duties and responsibilities for the role that you are applying for. It also contains the details of the essential and desirable criteria that you will need to demonstrate in your application.
Completing the Application Form – General Points

Applications should be completed in full and should preferably be typed. You may submit your application form electronically to recruitment@leeds-art.ac.uk which is our preference or by posting it to Human Resources, Leeds Arts University, Blenheim Walk, Leeds LS2 9AQ. By completing and emailing the application form, you confirm you are accepting the terms of the declaration as detailed on the form and understand that any false statement or omissions may result in your application being withdrawn or any subsequent appointment being terminated.

Please complete all sections of the application form as fully as possible.

Space is provided on the application form for you to write a statement in support of your application. You may wish to enclose additional sheets which should be firmly attached if submitting a hard copy application.

Your supporting statement should address all the essential criteria listed in the job description and state how your previous and present experience enables you to satisfy each of the criteria, using specific examples that are relevant to the job. This will enable the shortlisting panel to assess your knowledge, skills, experience, abilities and qualifications against the requirements of the post. You may find it useful to use the criteria as headings in writing your form. Please do not simply cut and paste your CV into this section. If you do, this information will not be used by the panel.

In your application you should give details of examinations passed and any professional qualifications or awards obtained. Please provide details of the grade (if applicable) and the date of the award. If you are invited for interview you will be asked to bring the original copies of the qualifications as set out in the essential and desirable person specification which will be copied and checked against your application form.

If you are applying for more than one post, a separate application form should be completed for each vacancy you are applying for. Please check the closing date and allow sufficient time for your application to reach us. We do not accept late applications.
A Note on CVs

A CV will not normally be accepted (unless it has been specifically requested) and will not be passed onto the recruitment panel.

References

Please provide the names, addresses and telephone numbers or email address of two people who are able to provide you with a reference. The first person should be your current or most recent employer and the other person must be someone who is also able to comment on your skills and abilities required for the post.

We take up references after a verbal job offer is accepted. Appointment depends on the provision of two satisfactory references, one from a current or most recent employer, and the Head of Human Resources will make the final decision as to what constitutes a satisfactory reference.

The Equality & Diversity Form

We are committed to Equality, Diversity and Inclusion. We seek to ensure that job applicants are assessed solely on the basis of their merits, abilities and potential, regardless of age, disability, gender identity, marital status, race (including colour, nationality and ethnic / national origin), religion or belief and sexual orientation.

We monitor our recruitment practices to make sure they are fair and open to all sections of the community. We cannot do this effectively without your help, so we greatly appreciate your co-operation in providing the information requested.

If you are likely to require any assistance with interview arrangements, please state this clearly on the form and a member of Human Resources will contact you to discuss these further if you are invited to interview so that any reasonable adjustments can be made.
Criminal Convictions

All applicants should read our policy on recruiting ex-offenders. It is necessary to declare “unspent” convictions on your application. We request that details of a conviction/s are sent under separate, confidential cover, to the Head of Human Resources and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. All information provided will be treated in strict confidence and will be considered only in relation to this application. A Disclosure and Barring Service (DBS) Check may be required for certain roles with the University and this will be stated on any advert.

Shortlisting

The shortlisting process takes place shortly after the closing date. Details which enable a person to be identified by name such as the front page of the application form are not given to the shortlisting panel. Please do not include your name on other sheets of your application form. If you have been unsuccessful in your application we e-mail you accordingly. Due to the high volume of applications we receive we are unable to provide feedback for applicants on the reasons why they have not been shortlisted.

Interview arrangements

If you are shortlisted for interview you will normally be contacted by telephone or email by a member of Human Resources with the date and time of the interview. Where possible we state the anticipated interview date on all adverts. We regret that due to logistical reasons and fairness to other candidates it is not usually possible to rearrange interview dates.

The Human Resources representative on the panel will contact the successful candidate with any offer of employment once it has been authorised. Only when an offer has been verbally accepted will unsuccessful candidates be contacted. We try to do this by telephone but where this is not possible we do so by e-mail.
Right to Work in the UK

Candidates who are invited to interview will be asked to supply proof of the right to work in the UK. We are legally required to employ people who have a visa or don’t require one to work in the UK. For the successful candidate the copy will be held on their personal file. Documents copied for unsuccessful applicants will be destroyed 6 months after the recruitment process has been completed.

Data Protection

The University holds information about applicants on computer systems and paper copies. This data is primarily for statutory reporting purposes. Application forms from unsuccessful applicants will be kept for 12 months and then destroyed. Information on the successful candidate including the equality and diversity information which was supplied is transferred to our HR systems. Further information can be found in our Recruitment Privacy Notice which can be found here: http://www.leeds-art.ac.uk/about-us/jobs/recruitment-privacy-notice/.
Part Two

About Leeds Arts University
Our History

Over the last 170 years Leeds Arts University has contributed significantly to the development of art education in Britain, having pioneered new ways to teach and to structure qualifications.

Est. 1846

The Leeds Mechanics’ Institute (which offered drawing classes) merged with the Literary Institute, creating Leeds School of Art. In 1903, it moved to our present Vernon Street building, where the radical design reflected the clean lines of the Art & Craft movement and in 1927 became Leeds College of Art. Following the world wars, ex-service personnel resuming their education filled the College almost to bursting. Henry Moore and Barbara Hepworth (enrolling in 1919 and 1920, respectively) were students of this era.

1946

As our reputation grew, new design departments were formed, including furniture, graphic design and printmaking. A new pottery and workshops were built, and in 1959 a new library was created.

1950

From the 1950s to the 1970s, there was a reappraisal of art education in Britain, largely based on ideas developed in Leeds, where a large team of practising artists set up the Basic Design Course. Students were now encouraged to adopt a scientific approach, enabling them to develop a capacity for constructive criticism and understanding.

1960

In 1960 we began to run courses which encouraged an open-ended, creative and flexible approach, leading to a new system of art education at Leeds and, subsequently, nationwide.

1980

In the mid-1980s our Blenheim Walk building was erected. New construction and development continues to this day for the benefit of all our students. More recent alumni include Marcus Harvey, Damien Hirst, film director Clio Barnard, and Leigh Francis, otherwise known as Keith Lemon. Between 1968 and 1993 the College was named Jacob Kramer College, after one of its leading alumni, before reclaiming the name of Leeds College of Art in 2009.

2017

In September 2017 we were granted full university status. Our new title is now Leeds Arts University, making us the only specialist arts university in the North of England.
The University Now

Leeds Arts University is a leading specialist university with a national and international reputation for providing excellence in arts education. We pride ourselves in developing students with the skills, knowledge and attributes to thrive as professionals in the creative industries. The majority of our students are studying for Bachelors or Masters Degrees in a range of creative subjects. Currently there are approximately 1600 students studying undergraduate courses across 10 subject areas and 60 postgraduate students across 2 Master’s degrees. Most students are from the UK or from within the EU though there are a significant number of international students from over 50 countries. We are also proud of our distinctive, diagnostic further education courses which prepare students for degree level study at Leeds Arts University and beyond. Some 500 students undertake these FE courses at our Vernon St building where the original art school was founded.

Despite the increasingly competitive HE environment, we have one of the highest application to place ratios in the sector and robust financial governance which enables investment in sustaining our high quality resources. We are extending our estate with a new build to accommodate growth in our portfolio and in student numbers. This will open in 2018.

The undergraduate portfolio is being expanded at the same time to include separating our existing Fashion degree into Fashion Branding with Communication and Fashion Design. We are also introducing Comic and Concept Art, Popular Music Performance and Filmmaking with plans for further specialist Masters Degrees over the coming years. Our current facilities include broadcast quality digital video recording and editing and post production facilities including professional audio recording booths, purpose built studios and workshops with industry standard equipment. The new building will see these enhanced through the provision of further teaching rooms, studio space, sound studios and practice rooms, film and photography studios, editing facilities and a 230 seat performance auditorium.

The building will also house a new library which will provide access to a wide range of specialist resources as well as individual and small group study spaces. This new library will replace our current facility at Blenheim Walk but our smaller library in our Vernon Street campus will remain.

The University has set its standard for planning and providing specialist resources and is intent on continuing to delight its students, having won the ‘WhatUni’ award for best facilities twice in the last 3 years.
Our students and graduates win an incredible number of high-profile industry competitions each year, and many of our alumni come back to visit as guest lecturers or exhibitors. We have a thriving programme of exhibitions and events, and have built very strong links with industry and the public sector. We are home to the region’s largest professional network for individuals working across the creative, cultural and digital industries, providing the perfect launch pad for graduates.

Employability is implicit in the project work that many of our students undertake, which includes competition briefs, work placements, mentorships by creative professionals and collaborative international projects. We also equip students through their course work with basic business skills and knowledge of the creative industry in which they wish to work. This can give them more confidence to consider starting their own business or work freelance. There is a significant emphasis on developing the key ‘softer’ transferrable skills of teamwork, time management, project management, reflection, problem-solving and self-motivation which are particularly important to employers and for self-employed work alike. This work is carried out by both our academic staff and the Careers, Employability and Enterprise Team.

Year on year, we are amongst the highest scoring for student satisfaction in the National Student Survey (in comparison with other specialist arts institutions) and in 2017 we are the highest rated specialist arts university. Further education students also give high satisfaction ratings in their survey. There is no complacency with regard to student satisfaction, however, and we arrange focus groups, termly student meetings and student representation on many of our Committees.

We have been reviewed by the Quality Assurance Agency and have received confidence in all areas prior to being awarded our own Taught Degree Awarding Powers, and an overall ‘Good’ in our Ofsted inspection.

It is through our professional and highly motivated staff, fully engaged and creative students, and the support of our Board of Governors that our many successes have been achieved.
Our Mission

We are an influential, world-facing, creatively driven specialist arts university where professional educators, practitioners and researchers collaborate to develop and enable excellence.

We promote distinctive, critically informed and relevant practice in order to support the economic growth and cultural advancement of individuals and society.

Our Values

Our values define us and guide decision-making and behaviour. We are:

- **Student-centred**
  maximising potential, nurturing talent, respecting individuality, holistic

- **Focused on specialist creative communities**
  collaborative, interactive, multi-disciplinary, studio-focused, externally engaged

- **Critical in our thinking**
  aspirational, challenging, researching, questioning, analytical, innovative, independent-thinking

- **Professional**
  relevant, contemporary, ambitious, achieving, international, employable, entrepreneurial, networked with industry

- **Progressive**
  beautiful, unconventional, risk-taking, experimental, radical, responsive

Strategic Plan

Our strategic plan can be downloaded from our website: www.leeds-art.ac.uk/strategic-plan

Other information

Other information about the University such as our Equality, Diversity and Inclusion Policy and our commitment to sustainability can also be found on our website by visiting: www.leeds-art.ac.uk/about-us
Part Three
Staff Benefits
Listed below are some of the benefits which our staff enjoy:

**Holiday entitlement**

Academic staff have 35 days holiday per year (pro rata). Workshop staff have 25 days holiday per year (pro rata) rising to 30 days per year after 5 years’ service. Business Support staff have 25 or 26 days holiday per year (pro rata). All staff receive a further 8 days for bank holidays and we also operate non contractual discretionary closure days between Christmas and New Year.

**Pension schemes**

Academic staff have access to the Teachers’ Pension Scheme. All other staff have access to The West Yorkshire Pension Fund which is our default pension scheme for auto enrolment purposes. Contributions to both schemes vary based on your salary level.

**Staff training & development**

We offer in-house staff development plus support for external training.

**Car Parking**

Subsidised car-parking is available at Cambridge Road which is a 10 minute walk from our Blenheim Walk site

**West Yorkshire Metro Card scheme**

You’ll be entitled to a discount on bus and train travel in the Leeds/West Yorkshire region, on purchasing an annual Metro card.

**Health Assured Employee Support Helpline**

You’ll be given access to a 24-hour, confidential and independent telephone service, offering advice on a wide range of consumer, family care, employment, financial, housing, legal, health and education matters.