

Dear Applicant

I am delighted that you have expressed an interest in working at Herefordshire and Ludlow College, and am pleased to share with you some key information about the College.

The College has a simple mission: 'Success for our Students'. This reflects our strong emphasis on students and teaching and learning, as does our vision, 'To give our students the best possible education, training and personal support so they may: gain employment in their chosen vocation; further develop their career; progress to higher education; realise their full potential; and make a positive contribution to the community.' Our services to learners gained recognition from Ofsted during our most recent inspection when the College was awarded good grades and described as "a good college which has continued to improve."

Our excellent staff are key to our success. Our Investor in People report, described as "outstanding" by the Assessor, noted the College's open style of management, the involvement of people at all levels in decision making, and that "staff (without exception) said they felt valued and appreciated." I would like to stress that all staff, whatever role they have, play a key part in the success of the College.

### **Your Application**

Please return your completed application form by the closing date indicated on the advertisement – you may also wish to enclose a CV. **Due to the high cost of postage we will only contact you again if you are short-listed.** If you wish your application to be acknowledged, please enclose a stamped self-addressed envelope.

It is our policy to take up references for all short-listed candidates. If you would like us to contact you prior to taking up either or both references, please make this clear on your application form. Offers of employment at HLC are made subject to a satisfactory medical check, the right to work in the UK, and satisfactory checks for child protection purposes. Should you have any queries about the recruitment procedure, please contact our Personnel Department.

Thank you again for your interest in the post. I look forward to receiving your application.

Ian Peake



Principal & Chief Executive