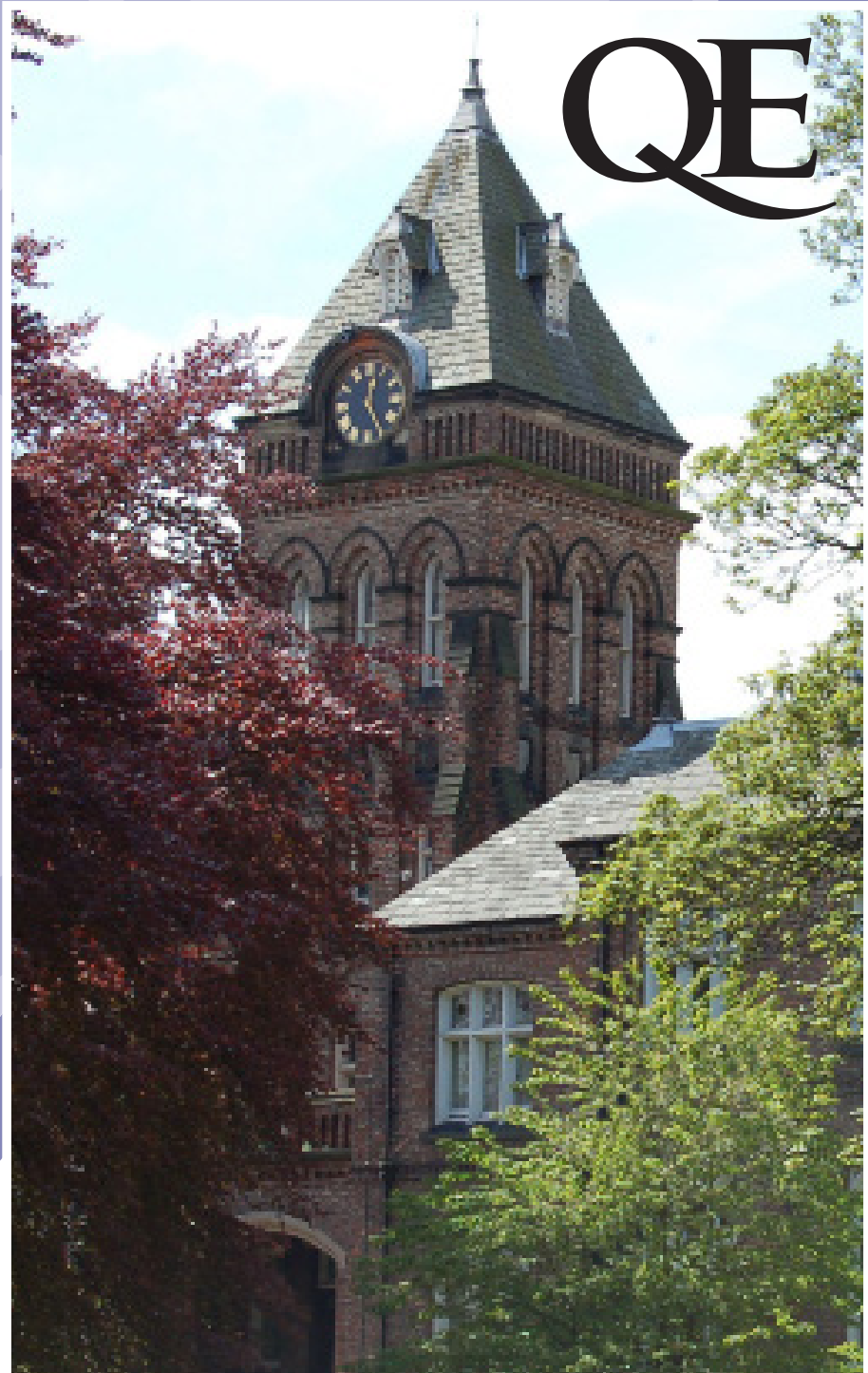


QUEEN ELIZABETH SIXTH FORM COLLEGE



Welcome to

QE Sixth Form College



WELCOME TO QUEEN ELIZABETH SIXTH FORM COLLEGE

At QE we understand that our staff are our greatest asset. It is only by recruiting and supporting the very best individuals for each role that we can build and maintain the team needed to face the challenges of the future.

In addition to offering teaching and support staff a modern, well equipped environment, the College is committed to ensuring that staff development remains a key strategic priority. Despite the rigours involved in teaching or supporting learning in a high achieving Sixth Form College, we were very pleased that Ofsted

recognised the high levels of staff motivation and morale evident here during their latest visit.

Life at QE will never be dull and always offers both challenges and rewards for colleagues no matter what role they play. In choosing to apply for a job here, you can rest assured that you are choosing a well established and highly respected College that will value you and your contribution.

Tim Fisher
Principal



“As a result of the highly effective work of college leaders, teachers and support staff, students develop into confident, mature, and articulate young adults who are well prepared for their next steps.”

OFSTED 2016

The College recognises that in order to provide the highest standards, staff need support; whether that’s through our induction programme for new members of staff, sharing good practice with colleagues, training and development opportunities, or support with options for retirement.

The culture of the College means that teaching staff have the freedom and autonomy to develop their practice, bringing expertise and creativity to their teaching. At the same time the structure of the College gives the security of knowing that managers and senior staff are all available to support and help. The ethos of the support staff is just that – they are there to support students and staff in any way they can and this engenders a positive team spirit across the College.

The well-being of our staff is important to us too. As well as having many staff who have opted for part time or term time only working, the College promotes healthy living and good work-life balance initiatives. Colleagues have the opportunity

to take part in 5-a-side football, pilates and other sports and can join the cycle-to-work scheme. In addition, health screening and vaccination against ‘flu are offered periodically. A range of benefits, including help with dental and optical care, are available through a health cash plan, offered to all staff free of charge.

College employees are entitled to join either the Teachers’ Pension or Local Government Pension Schemes.

As part of QE you would be joining a highly motivated and successful team.



“ The staff at QE make the college what it is, warm, welcoming with a desire to excel. ”

JOHN BEILBY, PRINCIPAL TUTOR

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The Arts and Humanities

Faculty Area



The Arts and Humanities is a successful faculty area offering Advanced level courses in a range of subjects from Art, Film and Media Studies to Psychology, Law, and Politics. The Faculty's 41 full and part-time staff teach a large proportion of the College's students as part of a flexible and committed team with staff often contributing to more than one course.

Staff have very high expectations of both themselves and the students within their care, and engage in the continued development of teaching and learning. Teachers in the Arts and Humanities Faculty are committed to developing a wide range of teaching and learning styles, particularly in the area of encouraging self-supported study. Students are encouraged to develop academic, communication and ICT skills in the context of their studies. Teams of teachers pride themselves on being friendly and approachable and work closely together to provide a stimulating and purposeful learning environment.

From summer 2018 the college will be offering a range of Media courses for around 280 students, these include: OCR A Level Media Studies, OCR Technical Level

3 Introductory Diploma and Diploma; and OCR Level 2 Cambridge Technical Diploma in Media. The courses focus on print and moving image and are taught in dedicated rooms with industry standard computers using software packages such as Photoshop, InDesign and Adobe Premier Pro. All of our Media courses have an outstanding record of student achievement and are delivered by an excellent team of teachers who work closely together to support students and provide a range of effective learning resources.

Media

Full-Time Maternity Cover Post

The post has arisen due to one of our Media teachers intending to start her maternity leave in September. The post is essentially for a full-time teacher who will contribute to the delivery of one or more of our Media courses dependent upon their expertise and experience.

Part-time post

The part-time post has arisen due expanding student numbers in our popular OCR Technical level 3 Media courses. The post is essentially for a teacher to contribute about 10 hours to the delivery of the level 3 OCR Technical Media course dependent on their expertise and experience.

Job Description

Postholder:

Post: Teacher of Media

Responsible to: Faculty Director and Head of Arts and Humanities: Edward Nolan;
Course Leader for Cambridge Technical in Media: Becky Stannard
Course Leader for Media Studies: Nicola Naisbett

RESPONSIBILITIES OF THE POST

The following duties shall be deemed to be included in the professional duties which a Classroom Teacher employed by the College may be required to perform. These professional duties are as specified in the Teaching Staff Conditions of Service Handbook (Appendix 4) of the National Joint Council for Staff in Former Sixth Form Colleges.

Teaching

1.
 - (a) planning and preparing courses and lessons
 - (b) teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in college and elsewhere
 - (c) assessing, recording and reporting on the development, progress and attainment of students in each case having regard to the curriculum for the College.

Other activities

2.
 - (a) promoting the general progress and well-being of individual students and of any class or group of students assigned to you
 - (b) providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports
 - (c) making records of and reports on the personal and social needs of students
 - (d) communicating and consulting with the parents of students
 - (e) communicating and co-operating with persons or bodies outside the college
 - (f) participating in meetings arranged for any of the purposes described above

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Assessments and reports

3. providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students

Appraisal and Staff Development

4.
 - (a) participating in arrangements made for the appraisal of your performance and that of other staff in the light of the responsibility for the appraisal of staff that is laid on the College Principal by Article 3(2)(c) of the College's Articles of Government
 - (b) reviewing from time to time your methods of teaching and programmes of work
 - (c) participating in arrangements for your further training and professional development

Educational methods

5. advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

Discipline, health and safety

6. maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere

Staff meetings

7. participating in meetings at the College which relate to the curriculum for the College or the administration or organisation of the College, including pastoral arrangements

Cover

8. supervising and so far as is practicable teaching any students whose teacher is not available to teach them,
providing that no teacher shall be required to provide such cover,
 - (a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days; or,
 - (b) where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the College for two or more working days before the absence commenced; unless:
 - (i) she/he is a teacher employed wholly or mainly for the purpose of providing such cover ('a supply teacher'), or,

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- (ii) the College has exhausted all reasonable means of providing a supply teacher to provide cover without success, or,
- (iii) she/he is a full-time teacher at the College but has been assigned by the Principal in the timetable to teach or carry out other specified duties (except cover) for less than 75% of those hours in the week during which students are taught at the College.

Public examinations

- 9. participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations

Management

- 10.
 - (a) contributing to the selection for appointment and professional development other teachers and support staff, including the induction and assessment of new and probationary teachers
 - (b) co-ordinating or managing the work of other staff
 - (c) taking such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College

Administration

- 11.
 - (a) participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the College and the ordering and allocation of equipment and materials
 - (b) attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions.

These professional duties are as specified in the Teaching Staff Conditions of Service Handbook (Appendix 4) of the National Joint Council for Staff in Former Sixth Form Colleges.

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Person Specification

The successful candidate will be expected to have the following qualities:

CRITERIA	SELECTION PROCESS MEANS OF IDENTIFICATION
QUALIFICATIONS <ul style="list-style-type: none">• good appropriate academic qualifications• a teaching qualification	Application Form Certificates Interview
EXPERIENCE <ul style="list-style-type: none">• ability to teach the Media course to Level 3• teaching experience in post-16 education	Application Form Interview References
SKILLS & APTITUDES <ul style="list-style-type: none">• good teaching skills• good administrative and organisational skills• good communication and interpersonal skills• High level technical skills including use of Photoshop, InDesign and Adobe Premier Pro	Application Form Interview References
PERSONAL QUALITIES <ul style="list-style-type: none">• willingness to work as part of a team of committed teachers, adapting and refining approaches to teaching and learning• a flexible approach• initiative• enthusiasm• a sense of humour!	Application Form Interview References

Salary and Conditions of Service

1. Full-time maternity cover

The starting salary will be at a point on the salary structure for teaching staff in sixth form colleges depending on the qualifications, experience and progression position of the successful candidate. The salary will be between £23,396-£38,748 per annum. It is anticipated that the maternity cover will be for the period from 16 August 2018 to 16 February 2019.

2. Part-time, Fixed Term (approximately 0.4 fte)

The starting salary will be at a point on the salary structure for teaching staff in sixth form colleges depending on the qualifications, experience and progression position of the successful candidate. The salary will be between £23,396-£38,748 per annum pro rata, actual salary will be £9,358 -£15,499 per annum. This fixed term appointment will be from 16 August 2018 to 31 July 2019.

The contract will be based on a model for teachers produced by the National Joint Council of the Sixth Form College's Association.

Please send your completed application to hr@qeliz.ac.uk indicating clearly which post you would like to apply for.