June 2018

Dear Applicant,

Thank you for your interest in the post of **Teacher of Product Design.**

The following documents will assist you in your application:

- Job Description and Department information
- Summary of Terms and Conditions for Teaching Staff
- Teacher pay scale
- Application and Monitoring Form

The application pack is available to download from the vacancies section of the College website http://www.godalming.ac.uk/about-us/vacancies and as a hard copy from Personnel Services – personnel@godalming.ac.uk

The closing date for receipt of applications is **9am Monday 18th June 2018.**

Completing your application
Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

Returning your application
You may return your application form either by post or by e-mail as an attachment to personnel@godalming.ac.uk

Short-listing and interview arrangements
Since we will not be able to respond to all applicants, if you have not been contacted by **Friday 22nd June,** please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact Personnel Services if you would like to enquire about the progress of your application. **We plan to hold interviews during week commencing 25th June and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,

Emma Young
Principal

Teacher of Product (3D) Design – Part Time or Full Time

The College wishes to appoint a part time (0.70+) or full time teacher to teach to AS and A level Product Design. The Design department offers AQA Art & Design courses in Graphic Design and 3-D (Product) Design. An experienced teacher or an enthusiastic new entrant to the profession will be considered. PLEASE NOTE: At interview candidates are expected to bring along some of their work for discussion with the Head of Department. This can be either their own or work they've done with students previously (if they have experience).

The Art and Design Department

- The Art and Design Department currently offers five routes for students: Art, Textiles, Photography, Graphic Design and Product Design. The successful candidate's focus would therefore be on Product Design with at least basic workshop skills. The successful candidate would also need to be willing to learn new skills from our experienced Course Leader and Head of Department.

- The Product Design course currently enables students to design projects based around architecture, furniture, and products and the successful candidate will be expected to contribute to one or all of these areas as well as the freedom to develop their own additional programme of study within the specification.

- The Design department benefits from modern and very well equipped purpose-built accommodation. Facilities include two design studios with banks of PCs and supporting software, a multi-media workshop and various CAD/CAM equipment (laser,3D printer, Vinyl cutter, large format printers). A technician provides valuable support for a full range of departmental activities.

- The emphasis of the department is to encourage students to explore the full range of designing and making opportunities using resistant materials alongside CAD.

- The Department has regularly participated in a variety of enrichment activities involving cooperation with industrial partners and we would be hoping to appoint an individual willing and able to participate in these valued extra-curricular activities including an end of year Arts and Design exhibition.

- The innovative use of Information Technology through CAD/CAM to support learning and teaching is an integral part of the organisation of the Design Department.

- The staff in the department work closely together with an emphasis on sharing good practice and resources, and regular team meetings, both formal and informal.

Product Design Course Profile

CURRENT STAFF	• Dan Fooks (Head of Department • John Foster (Course Leader of Product Design) • Simon Taylor (Leaving in August 18) • Malcolm Cracknell (Technician)
COURSES	• AQA AS/A Level Art & Design (3-D Design)
STUDENT EXAMINATION ENTRIES and RESULTS	• Full details of college examination entries and results can be found in the Courses section of the college website: **www.godalming.ac.uk**

Job Description – Subject Teacher

This document summarises those professional duties that would typically be expected of a subject teacher. Not every duty will necessarily be relevant to every post; part-time teachers will be expected to carry out these duties pro-rata according to the numbers of hours employed and the numbers of students taught.

TEACHING
- Planning and preparing schemes of work and lessons to facilitate student learning
- Teaching and supporting learning according to individual student needs
- Setting and marking of work to be carried out by the student in college and elsewhere
- Assessing, recording and reporting on the development, progress and attainment of each student

STUDENT WELFARE AND SUPPORT
- Promoting the general progress and well-being of students through both individual and group support
- Providing guidance, consultation and advice to students on educational matters and on their further education and future careers
- Communicating and consulting with the parents of students and prospective students including attendance at Parents' Evenings and Open Evenings
- 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

APPRAISAL AND STAFF DEVELOPMENT
- Participating in arrangements made for the appraisal of one's own performance and that of other staff as appropriate
- Reviewing from time to time methods of teaching and programmes of work
- Participating in arrangements for further training and professional development

ADMINISTRATION AND OTHER DUTIES
- Attending and participating in meetings relating to the curriculum, administration or organisation of the College
- Preparing students for public examinations and supervising during such examinations
- Supporting and assisting the Head of Department in departmental developments, the selection and professional development of other teachers and support staff, and the induction and assessment of new teachers
- Participating in administrative and organisational tasks related to those duties described above, including registering the attendance of students and the ordering and allocation of equipment and materials as appropriate

SAFEGUARDING
Godalming College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment as outlined in our Child Protection Policy.

This job description is intended as a guide. The post-holder will be expected to carry out any other tasks which may reasonably be assigned and which are consistent with the overall scope and purpose of the job.

Person Specification – Subject Teacher

This document describes the type of person that we would expect to apply for one of our teaching roles. It provides an objective means of comparing candidates during the selection process. It should not be regarded as a comprehensive list of all that is relevant, nor will it necessarily be expected that the successful candidate will display all of these features.

QUALIFICATIONS

Applicants should have:
- A degree or equivalent professional qualification in the subject to be taught, or in a closely related subject

 And ideally have:
- Qualified Teacher Status (including being a newly qualified teacher)

Opportunities are available for Applicants without a teaching qualification to follow a training course leading to a teaching qualification whilst with us.

EXPERIENCE

Applicants who have previously taught will usually be expected to have:

- taught students of a similar age and at a similar level, e.g. taught 16-18 year olds at A level
- a record of high student achievement through their own teaching

SKILLS & QUALITIES

- Enthusiasm for the subject and an ability to deliver it in an engaging and imaginative way
- Interest in students as individuals including advancing their learning and being involved in other aspects of their development. This may include being a Personal Tutor, or working in areas such as key skills or core studies
- Commitment to ongoing professional development including familiarity with curriculum developments in the subject area
- Excellent communication and presentation skills, both written and oral
- Good IT skills or a willingness to develop them and an appreciation of the contribution of ILT to learning
- Ability to relate well with students and develop good working relationships with other staff

THE COLLEGE

Godalming College is one of the best performing sixth form colleges in the country and a great place to study and work. In each of the last five years the College has achieved at least a 99% pass rate and a 60% A*-B grade rate at A level. Value added scores are excellent and the College is rated Outstanding in all areas by Ofsted. Recently published statistical evidence shows how Godalming College students outperform other organisations in both the state and independent sector using indicators such as average point score and university progress.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. It is guaranteed that students will enjoy a stimulating, lively and challenging learning and social experience; they will be treated as adults by specialist and dedicated teaching staff in facilities that have seen major investment over many years. We have recently completed a £14m building programme creating a new English and Modern Foreign Languages block, Media suite, new netball and tennis courts and an 11 acre site for Rugby and Football pitches.

The College employs around 200 teaching and support staff on both a full and part-time basis.

OFFERS OF EMPLOYMENT

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK check and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

SALARY

Salaries are paid according to the Sixth Form College Teachers' pay spine and the Godalming College Single Leadership spine plus Fringe Allowance. The Corporation reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1st September. Incremental progression is subject to satisfactory performance review as outlined in the College's Staffing and Remuneration Policy.

WORKING HOURS

Full-time teaching staff have a time-tabled teaching commitment of 23.5 hours plus almost 9 hours directed time per week. Part-time staff will normally be appointed for a pre-determined number of time-tabled hours with an additional proportionate directed time element. In addition, a teacher will be expected to work such additional hours as may be needed to discharge their duties effectively including, in particular, the marking of student work, the writing of reports on students, preparation of lessons, teaching material etc.

COLLEGE YEAR & TERM DATES

The College year runs for a period of twelve months from 1st September-31st August although the official start of the Autumn term varies.

PENSION

The Teachers' Pension Scheme provides a full range of benefits and full details can be found on their website https://www.teacherspensions.co.uk/

STAFF DEVELOPMENT & TRAINING

The College recognises the importance of the continued development of its staff and is committed to the support and promotion of staff development and training activities for all categories of staff.

OTHER INFORMATION

The College is within walking distance of Godalming Town Centre and the Railway station which serves the main London-Portsmouth line (South West Trains). Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus. There is a Restaurant that provides a range of hot meals, salad bar and sandwiches. There is also a Snack Bar and mid-morning catering service available in the Staff Room. An indoor sports facility, including a gym with fitness training equipment, is available for staff use between the hours of 8am – 5.30pm (when not being used for teaching purposes).

Godalming College Teacher Pay Spines - 1st September 2017

a) SFCA National Spine (NSP)

NSP1	£23,395
NSP2	£24,946
NSP3	£26,604
NSP4	£28,371
NSP5	£30,255
NSP6	£32,265
NSP7	£34,071
NSP8	£36,335
NSP9	£38,747

b) Godalming College Single Leadership Spine

A	L1	£39,263
	L2	£39,930
	L3	£40,609
B	L4	£41,299
	L5	£42,002
	L6	£42,716
C	L7	£43,442
	L8	£44,181
	L9	£44,931
D	L10	£45,695
	L11	£46,472
	L12	£47,262
E	L13	£48,065
	L14	£48,882
	L15	£49,714
	L16	£50,558
	L17	£51,418
	L18	£52,292
	L19	£53,181
	L20	£54,085
	L21	£55,005

Plus Fringe Allowance £1004

c) Godalming Responsibility Allowances

R1	£516
R2	£1,183
R3	£1,862
R4	£2,552
R5	£3,255

R1 = L1 less NSP9, R2 = L2 less NSP9 etc