STAFF VACANCY

PART-TIME TEMPORARY TEACHER OF PSYCHOLOGY (0.60 FTE)

FOR AN IMMEDIATE START UNTIL 13TH JULY 2018



Mission

Holy Cross, founded by the Daughters of the Cross, is a Catholic Sixth Form College and University Centre, which exists to promote a high quality education within a community based on Gospel values.

We provide the opportunity for each person to develop spiritually, morally and intellectually and we welcome students and staff of all faiths.

Holy Cross College

Catholic Sixth Form College and University Centre

Manchester Road, Bury, BL9 9BB
Tel 0161 762 4522
Fax 0161 762 4507
Website: www.holycross.ac.uk
Email hr@holycross.ac.uk

Principal Mr D H Frost

January 2018

Dear Applicant

Thank you for your interest in the role of Temporary Teacher of Psychology (0.60 fte) at Holy Cross College, Bury. If you are an **exceptional and inspiring innovator in teaching, learning and assessment** then we would love to hear from you whether your background is in the school or college sector.

As a Catholic College for the Community, we welcome staff and students of all faiths. We strive continuously to maintain and further improve our success within a friendly, supportive and caring environment through the commitment and enthusiasm of our dedicated, highly-skilled and experienced staff.

The Sixth Form College has a long track record as a specialist A Level centre with a national reputation. We have a first rate system of pastoral care and support, with specialist tutors to guide our students through their studies and achieve their goals.

We see our students as unique individuals and we do all that we can to encourage students to develop a wide range of interests as well as pursuing their particular gifts and talents – so enrichment is particularly important here. One reason that we are 6th in country among Sixth Form Colleges for successful University applications, with significant Russell Group and Oxbridge success, is this broad, enriching approach.

We also run a highly successful University Centre with five partner universities. There are only limited references to this in the Job Pack because our primary need is for excellent A Level teaching, but there is no doubt that this HE element to our work adds something important to the atmosphere at college.

There will be enormous scope, with the highly qualified and positive team we have in place, for new ideas, innovation, and developments in teaching and learning and assessment. Set out below is a job description and person specification relating to this vacancy, together with some additional information about the College. If you wish to learn more about the college, individual courses and examination success please look at our website: http://www.holycross.ac.uk. If you have any queries in relation to the post please contact our Human Resources Department on the number shown above.

If you feel you meet the requirements of the post, and are inspired by the prospect of taking up this important role at Holy Cross, so crucial for the college in so many ways, I hope you will apply to join us. Completed applications should be returned to the Human Resources department (by post, email or fax) **by 10.00 a.m. on Monday 22nd January 2018** but may close earlier if we are in receipt of sufficient applications. It is therefore advisable to complete and submit your application as soon as possible. Interviews will take during the week commencing Monday 22nd January 2018.

We ask that you accept, in the interests of economy, if you have not heard from us by the end of January that you have been unsuccessful on this occasion.

Yours faithfully

D H Frost

D H Frost
Principal

BACKGROUND TO THE PSYCHOLOGY DEPARTMENT

Psychology is a well-established and popular subject within the College. It has earned an excellent reputation for the quality of teaching, student support and examination results. There are currently 340 students in lower sixth and 310 students in upper sixth studying for the A Level qualification. Students follow the AQA specification. In addition, there are 30 GCSE students following the OCR specification.

Psychology is a very progressive and innovative department which is continually developing new teaching, learning and assessment strategies including the use of ILT resources. There are nine members of staff who have responsibilities for teaching the subject and all have a teaching qualification and a Psychology based degree. There is a very high level of collaboration within the department which encourages the exchange of ideas and resources, creating a team approach to the delivery of the subject by highly committed and enthusiastic teachers.

Due to its wide appeal and interdisciplinary nature, Psychology attracts students from both Science and Arts based A level courses. Currently there are fourteen groups in upper sixth and fifteen in lower sixth. One member of the Psychology Department also teaches on the BSc Psychology degree as part of our partnership with Newman University.

In lessons, students experience a variety of teaching and learning styles, centred around active learning, the development of sound exam skills and a thorough understanding of the assessment objectives, including a high level of group and peer activities, experimental and observational work, and individual tutorial support. There is an excellent range of up-to-date resources in the Psychology department, Library and on the college Moodle site.

We are seeking to appoint a Temporary Teacher of Psychology, on a part-time basis (0.60 fte), who is enthusiastic, committed and innovative. The successful postholder will be required to provide ad-hoc teaching cover as well as intensive, targeted support for students, either on a one-to-one basis or in small groups, as well as other duties detailed in the job description.

JOB DESCRIPTION

TITLE:

Part-time Temporary Teacher of Psychology (0.60 fte)

Required for an immediate start until 13th July 2018

PURPOSE:

- To teach on the Psychology programmes and in other areas according to expertise and to contribute to curriculum development.
- To monitor and support the overall progress and development of students as a teacher within the academic and pastoral structure.

REPORTING TO:

Head of Subject

LIAISING WITH:

Relevant staff with cross college responsibilities, e.g. Learning Support Manager, teachers within the Curriculum area, Senior Tutors and support staff

DIRECTED TIME:

195 days per annum, pro rata to 1265 hours per annum

SALARY/GRADE:

Main Scale: (pro rata to) £22, 937 to £38,364 per annum

MAIN (Core) DUTIES:

Teaching and Learning

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To undertake the assessment of students' work in conjunction with the College's Assessment Policy.
- To undertake intensive improvement work and targeted support with students, either on a one-to-one basis or in small groups.
- To provide cover for classes within the subject area.

Operational/Strategic Planning

- To contribute to the development of resources, schemes of work, marking policies and teaching strategies in the curriculum area.
- To actively monitor and follow up student absences and withdrawals.
- To comply and implement College Policies and Procedures e.g. Equality Assurance, Safeguarding, Health and Safety, Information Security Management etc.
- To work with colleagues to formulate aims and objectives for the curriculum area which have coherence and relevance to the needs of students and to the aims and objectives of the College.
- To contribute to the planning activities of the curriculum area, and to ensure that the planning of the curriculum area reflects the needs of the students and the aims and objectives of the College.
- In conjunction with the Heads of Subject to foster the application of I.T. in the subject area, including the development of materials for independent learning.

Curriculum Provision and Development

- To contribute to the development and delivery of the subject.
- To ensure that Inclusive Learning initiatives are implemented in the curriculum area and that effective support is provided for students.
- To contribute to the development of Key Skills in the subject area.

Staffing

Staff Development

- To undertake staff development where appropriate.
- To contribute to the Professional Development Review system.

Deployment of Staff

- To provide appropriate cover for classes during the absence of colleagues, within the subject area.
- To work as part of a team and to ensure effective working relations.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the curriculum area and to work towards their achievement.
- To implement common standards of practice within the curriculum area and develop effective teaching and learning styles.
- To contribute to the College's procedures for lesson observation.
- To implement College quality procedures.
- To contribute to the monitoring and evaluation of the curriculum area in line with agreed College procedures including evaluation against quality standards and performance criteria.
- To contribute to modification and improvement where required.
- To contribute to the internal verification system in the curriculum area.

Management Information and Administration

- To ensure the maintenance of accurate and up-to-date information concerning students taught.
- To collect, analyse and evaluate performance data.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To contribute to reports within the quality assurance cycle.
- To contribute to reports on examination performance, including the use of value-added data.
- In conjunction with the Heads of Subject, to take responsibility for decisions regarding entry of students for external examinations and for checking details of examination entries.
- To ensure that correct procedures are followed for the organisation of coursework and other external assessments.

Communications

- To ensure familiarity with the curriculum area's aims and objectives.
- To ensure effective communication/consultation as appropriate with parents of students.
- To liaise with relevant external bodies as appropriate.

Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To interview prospective students.
- To link with external agencies as appropriate.
- To contribute to the curriculum area's collection of data on destinations.

Management of Resources

- To co-operate with other subject areas to ensure a sharing and effective usage of resources to the benefit of the College and the students.
- To contribute to the maintenance of an attractive working environment in teaching rooms used.

Pastoral System

- To monitor and support the progress and development of students.
- To monitor student attendance with students' progress and performance in relation to targets set for each individual; ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary.

Other

- To support the aims and objectives of the College.
- To attend meetings in accordance with the College meetings schedule.
- To undertake any other duties of an equal nature as assigned by the Principal or his/her designated alternate.

PERSON SPECIFICATION

Temporary Teacher of Psychology	Essential	Desirable
Personal	• Enhanced Disclosure Clearance by Disclosure & Barring Service • Medical Clearance • Note: both of the above would be following an initial offer of appointment. • Two satisfactory references • Satisfactory record of attendance (subject to the requirements of the Equality Act) • Ability to meet the requirements of the Asylum and Immigration Act (in as much as you must be eligible to work in the UK)	
Qualifications	• Level 6 (degree level) qualification or equivalent in an appropriate subject. • Level 6 Teaching qualification (e.g. PGCE, CertEd, DTLLS)	• IT qualification to Level 2 or higher
Experience and knowledge	• A recent track record of excellent teaching in the subject area to AS level and A2 level groups OR evidence of a successfully completed PGCE (or equivalent) course in the subject area. • Familiarity with curriculum developments in the subject areas.	• Evidence of recent training, including appropriate recent industrial / commercial up-dating. • Experience of development of ILT within the subject
Skills and qualities	• Commitment to the ethos of the college • Positive attitude • An excellent record of attendance and punctuality (demonstrated through previous attendance record) • Ability to hit deadlines • Excellent communication skills, orally and written • Excellent presentational skills, orally and written • Excellent organisational and planning skills • Ability to relate well with staff and students • Ability to work under pressure • Good team working skills • Ability to motivate staff and students • Flexibility and adaptability • Time management skills • Problem solving skills • Commitment to Equal Opportunities • Commitment to shared development of resources • Team player	• Willingness to undertake relevant training • Patience • Persistence • A sense of humour • Willingness to contribute to extra curricula activities

General College Information

Working at Holy Cross College

We believe Holy Cross Sixth Form College is a great place to work as we genuinely care about all our staff and want them to be happy working here. In return our staff can expect:

- Generous holiday entitlement
- Option to purchase additional annual leave (support staff)
- Option to apply for sabbatical leave
- Family friendly policies
- Automatic enrolment into the Local Government Pension Scheme or Teachers' Pension Scheme
- Excellent opportunities for CPD, individualised induction programmes for new staff and appropriate support for NQTs
- Childcare vouchers (subject to terms and conditions)
- Cycle scheme vouchers (subject to terms and conditions)
- VDU eye sight test vouchers (subject to terms and conditions)
- Various health and wellbeing benefits (including an on-site gym, fitness classes, staff badminton and football)
- Counselling service – face to face counselling as well as access to a confidential telephone counselling service

Staff at Holy Cross benefit from working in a well maintained and resourced environment with good terms and conditions of employment. We provide benefits in excess of the statutory minimum in respect of maternity, paternity, adoption and family/personal leave to assist staff in successfully balancing the demands of their personal and working lives.

At the end of the summer term we have a Staff Retreat, as well as a Mission and Ethos Day, which enables staff to come together outside their usual working environment. In recent years this has involved staff opting into a variety of off-site activities, to engage socially and re-charge their batteries!

Free car parking is available on the college site and, although limited, additional off-site parking is available at Bury Sports Club. Staff also have free access to the library resources and to internet and email, though any such use must be in accordance with the College's Information Security Management Policies.

The following comments from the New Staff Survey in recent years include:

'I have settled into the department quickly and easily and have been made to feel welcome and supported by every member of the team... THANK YOU!'

'It has been a pleasure to work an effective and well organised team who value student learning.'

'*I have found Holy Cross to be a brilliant employer, very accommodating of my needs and professional development. I look forward to continuing working here'*.

'*I have never been made to feel so welcome anywhere (especially as a part timer). It's been a real joy to join Holy Cross.'*

'Without sounding melodramatic I can honestly say it is a wonderful place to work, with such a sense of community that makes you feel so welcome and a part of things from the beginning.'

'I was made to feel very welcome both by my department and by staff across college. The whole experience is very professional and civilised. Thank you'.

How well do our students achieve?

Students at Holy Cross Sixth Form College in Bury produced some outstanding results in their A Level examinations; almost half of all grades awarded being A*, A or B. An initial study of the A Level results indicates:

- An overall pass rate of 98%
- 61 students achieving at least 3 A*/A grades at A Level
- 48.4% of all grades are grades A*, A and B
- 21.2% of all grades are grades A*
- 26 A level subjects achieved 100%
-

This is based on approximately 950 students taking Advanced Levels at Holy Cross in June 2017.

Past and Present

Holy Cross has its roots in 1878, the year in which a group of religious sisters - the Daughters of the Cross – left Germany as a result of the Kulturkampf and were welcomed by Bishop (later Cardinal) Vaughan to the Diocese and to Bury. Originally there was a small parish school – Holy Cross School – which developed into a Convent school, which grew into a large Grammar School for girls – Bury Convent Grammar School – and, in 1979, Holy Cross College, a mixed Sixth Form College, came into being.

We have grown even further since then, and now have over 2160 16-19 students and a University Centre with 500 undergraduates (and a small number of postgraduates), still on the original site. In 2009 the Daughters of the Cross closed their convent in Bury, and are now under the Trusteeship of Salford Diocese, but we still have important links with the Congregation.

We are very proud of our reputation for academic excellence, and pastoral care. Despite the many changes in post-16 education over recent years, including changes of emphasis in inspection regimes, we are committed to maintaining and developing this reputation, and we aim to provide a safe and secure Christian environment for all our students, respecting those of all faiths. We are also financially very secure – having been rated once again by ESFA as Outstanding in this respect – and have exceeded once again all our recruitment targets and grown strongly.

We are a college with a great past, therefore, and a very secure future!

Music and Drama

The College encourages students (and staff) to take part in the exceptionally wide range of musical and dramatic activities available at College. These include annual musical theatre productions, biennial operas, choirs, the orchestra and small instrumental ensembles. Concerts are given at regular intervals, and there are many theatre visits, international choir trips, choral scholarships and an international artist masterclass series. In recent years we have put on "Miss Saigon", "Hansel and Gretel", "Phantom of the Opera", "Dido and Aeneas", "The Sound of Music", "The Wizard of Oz", "Fiddler on the Roof", "Les Miserables", "West Side Story", "Oliver" and Shakespeare's "A Midsummer Night's Dream". If you are interested in musical or dramatic activities then you won't be disappointed.

Sport

At Holy Cross we also have high sporting reputation and offer a wide range of activities for students to enjoy at recreational and/or competitive level. British Colleges Sport, North West Colleges and governing body competitions are entered and we have college teams in football, rugby, netball, hockey and basketball, badminton, tennis, athletics, table tennis, golf, trampolining, cross country and swimming. Facilities on site include a Sports Hall, recreational area and free use of a gymnasium (where personal training programmes can be devised), staff football and badminton.

Religious Education

As well as being involved in many areas of College life, the RE Department also teaches the General RE course, which all students attend for one lesson each week. The course covers a wide range of topics, always with the idea of helping students to explore their faith, philosophical and ethical issues, the world around them and understand better their own human nature.

Chaplaincy

We have a full time Lay Chaplain (our local Parish Priest is our Priest Chaplain and indeed we are fortunate to have many local priests coming to celebrate Mass for us, usually on a weekly basis and for Holy Days.) The Chaplaincy is available to all and runs many activities – in addition to Morning Prayer, Adoration and Meditation opportunities there are voluntary opportunities for retreats (including an annual Staff Day Retreat) and the annual pilgrimage to Lourdes to help the sick, with the Diocese of Salford.

As stated in our Mission, we welcome staff of all faiths (although this particular role of Deputy Principal is reserved to practising Roman Catholics). Colleagues celebrate religious festivals and particular events in the college calendar, for example, the start of a new college year, by joining together for Mass.

Caring for our Students

Pastoral care is a major priority at Holy Cross and underpins all that we do. We aim to support students throughout their time with us and to help them to make the right decisions when they leave us. Senior Tutors keep a careful watch on individual student progress and are also someone for students to turn to if they have difficulties.

Discussions relating to academic progress take place regularly between students, Subject Tutors and Senior Tutors, and Action Plans which arise from these discussions give students and their parents valuable information on what students need to do to achieve their full potential. All of our staff have a role in caring for our students.

Private Study

All students have time when they are not timetabled for lessons and we encourage them to make good use of this. We have fantastic new Library staffed by professional chartered Librarians providing a wide range of facilities such as online resources, E-books, 16 networked computers plus 20 wireless networked laptops and study facilities and, of course there are books.



The College's Open Access I.T. suite contains over 80 PCs in a state-of-the-art, air conditioned environment, available for use during term time.

The Learning Support Department, to which all students have access is based in the Marie Therese building. There are areas which students can use for private study, which are sometimes staffed, and a number of smaller subject resource areas.

Parents

Our partnership with parents plays an important part in our success. There are parents' evenings and written reports, and we make individual contact with parents if there is a problem. Parents are welcome to contact staff at any time.

College Structure

The Structure of the College would fill a complete booklet of its own, but in simple terms there is the Principal, a Deputy Principal and five other members of the Core Leadership Team. There are also three Assistant Senior Managers who are responsible for our large number of Heads of Subject and an even greater number of subject teachers, as well as a number of our Senior Tutors (Pastoral). There are also a wide range of non-teaching posts and posts of responsibility held by staff in addition to their normal roles.

University Centre

In addition to our sixth form work, the college has for the last ten years had a University centre. Currently we have around 600 students, some full time and some part time, although most teaching is focussed in the afternoon and evening. We collaborate with four partner universities, Liverpool Hope, St Mary's University College, Newman University and Edge Hill and students generally take BA, BSc or MA degrees with a small number also doing Foundation degrees. In the future it is hoped that there may be some joint appointments with our partner institutions,

and some opportunities for interested sixth form staff to teach at least to level C on degree courses. Applicants holding doctoral level qualifications, with research interests, would clearly be particularly suited to such possible future developments.

Unions

The Unions recognised by the Governing Body are: UNISON, NEU (NUT/ATL), NASUWT and ASCL. The Principal holds regular meetings with the College Union representatives.

Miscellaneous

The college operates a no-smoking policy across the entire college site.

Holy Cross is located in Bury, Greater Manchester. To read about our town please view:
http://www.visitbury.com/

Nor, if you are coming from further afield, should you neglect to investigate the tremendous range of wonderful places to live – from the vibrancy of Manchester itself to villages like Ramsbottom.

Because of its outstanding schools and colleges, its heritage railway, and its festivals and exceptional market, Bury has much to commend it as a place to live and work.

Teaching Timetable 2017/18

	Monday	Tuesday	Wednesday	Thursday	Friday
8.25 - 8.40 (15)		Briefing			
8.40 - 9.30 (50)	B1	A1	D3	E4	G5
9.30 - 10.25 (55)	B2	A2	D4	E5	G6
10.25 - 10.45 (20)	Break				
10.45 - 11.35 (50)	D1	F1	A3	B5	C5
11.35 – 12.25 (50)	D2	F2	E3	B6	C6
12.25 – 1.20 (55)	C1/Lunch	B3/Lunch	G3/Lunch	D5/Lunch	F5/Lunch
1.20 – 2.15 (55)	Lunch/C2	Lunch/B4	Lunch/G4	Lunch/D6	Lunch/F6
2.15 – 3.05 (50)	E1	G1	C3	F3	A4
3.05 - 4.00 (55)	E2	G2	C4	F4	A5
4.00 - 4.45 (45)	Teaching and Learning Meeting				

The timetable as outlined above is above the maximum contractual 1265 hours per annum for teaching staff. Therefore full time teachers are currently able to start late or finish early on one day each week (2 timetabled periods of personal time). Alternatively the 2 periods can be split to make 2 late starts or early finishes. We do realise that most staff will prefer an early finish, so staff timetables will be altered year on year, to be as equitable as possible.

Newly qualified teachers are provided with an appropriate time remission in their first year in teaching.

TEACHING STAFF SALARY SPINE (MAIN SCALE) 2017

SPINE POINT	SALARY
1	£22,937
2	£24,457
3	£26,082
4	£27,815
5	£29,662
6	£31,632
7	£33,734
7+	£34,856
8	£35,975
8+	£37,170
9	£38,364