

June 2018

TEACHER OF LAW – 0.17FTE (4 hours per week)

Dear Applicant

We wish to recruit a **Teacher of Law**

This information pack contains:

- Background to the post
- A job description – duties and responsibilities
- A person/post specification
- Information on terms and conditions including salary and remission
- Information on how to apply

THIS POST IS CURRENTLY OPEN TO INTERNAL AND EXTERNAL APPLICANTS

***** PREVIOUS APPLICANTS NEED NOT APPLY *****

Application deadline

The deadline for receipt of applications and references to Human Resources is **18 June 2018**.

For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.

Interviews

The interview date will be notified to successful applicants in due course.

Thank you

Human Resources

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Job Description

About the College

Worthing College is a very popular college with over 1450 students. Our recent Ofsted inspection judged us to be 'Good' in every respect. Our mission is to inspire, build confidence and prepare our students to live the life they want to live and is underpinned by our strong desire to become outstanding in the near future. Above all Worthing College is a very friendly place with a strong sense of purpose, where teaching, learning and student success are second to none

Background to the post

The successful candidate would join 2 full time law teachers in a team which also includes history, politics and health and social care.

Courses offered by the team are amongst the most popular in the college. The staff work very closely together and the successful applicant would be expected to work flexibly and as an enthusiastic team member. It is essential that the successful candidate is keen to use a variety of approaches for teaching and learning in order to appeal to a wide range of student abilities and learning styles. Evidence of the ability to develop productive working relationships with students, a proven interest of contribution to subject based extra-curricular enrichment opportunities and skills to use new technologies in teaching will be highly beneficial.

Title of post:	Teacher of Law
Reporting to:	Curriculum Team Manager of Health & Social Care, Law, History, Government and Politics
Responsible for:	Teaching BTEC Law.
Salary range:	£22,341 to £38,131 based on the Sixth Form Colleges' spine points 1 to 6 including Professional Standards Payment awards where applicable.
Other Information:	The post is permanent.

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Duties and Responsibilities:

The duties and responsibilities of the post include the following:

1. RELATIONSHIPS

The Postholder

1.1 is responsible to the Curriculum Team Manager for the curriculum area.

1.2 will make and maintain productive, professional relationships with all members of the college, colleagues from partner schools and other outside agencies, as relevant to the post.

2. PURPOSE OF JOB

2.1 To teach on the BTEC law course.

2.2 To contribute to the achievements of all students by maintaining the highest quality possible of teaching, learning and assessment in the subject area taught.

3. KEY TASKS

3.1 To plan and prepare courses and lessons including the setting and marking of work.

3.2 To take responsibility for addressing the learning needs of all students allocated to you.

3.3 To assess, record and report on the development, progress and attainment of students.

3.4 To participate as required in the arrangements for recruitment and admission of potential students.

3.5 To assist the Curriculum Team Manager in the timetabling and development of curriculum in the subject area.

3.6 To control and oversee the use and storage of books, stationery and other teaching materials, ensuring that any Health and Safety regulations are observed.

3.7 To participate as required in meetings with students, parents and colleagues.

3.8 To follow quality assurance procedures for teaching and learning as specified by the college.

3.9 To take responsibility for your own professional development and participate in the college's staff appraisal systems

3.10 Any other task reasonably delegated by the Principal.

Please refer to the Sixth Form Colleges Teaching Staff Terms and Conditions of Service Handbook for a complete list of professional duties for Teachers.

4. SAFEGUARDING AND PROMOTING THE WELFARE OF STUDENTS AND VULNERABLE ADULTS

To take responsibility for safeguarding and promoting the welfare of all students that you come into contact with.

NB This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties and responsibilities in keeping with the nature of the post.

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Person Specification

Further details are as follows:

Method of assessment

A = Application I = Interview T = Task HR = HR records R = Reference

PERSON SPECIFICATION CRITERIA		
QUALIFICATIONS		
Education to degree level.	Essential	HR
Qualified teacher status.	Essential	HR
Higher degree/professional qualification relevant to an education provider.	Desirable	HR
Knowledge of law demonstrated from either degree level study or a professional qualification such as the diploma in law.	Desirable	HR
KNOWLEDGE		
Knowledge of the English Legal System.	Essential	A, I, R
Knowledge of the law making process including legislation and the common law.	Essential	A, I, T
Knowledge of the general principles of criminal law and the law of tort	Essential	A, I, R
EXPERIENCE OF:		
Devising teaching activities for a range of different ability students.	Essential	A, I, R
Experience of teaching and assessing BTEC law.	Desirable	A, I, R
Devising or developing successful quality improvement strategies to achieve improvements.	Desirable	A, I, R
SKILLS AND ABILITIES TO:		
Forge effective relationships with students and staff.	Essential	A, I, R
Think creatively to enable the College to achieve its mission and vision and become outstanding.	Essential	A, I, T
Monitor learner appropriately to ensure learning aims met.	Essential	A, I, T
Monitor student progress and lead successful student intervention strategies applying the disciplinary procedures as appropriate.	Essential	A, I, R
Communicate effectively (written, listening and oral) and present effectively to large and small groups.	Essential	A, I, R

The college is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION CRITERIA

COMMITMENT TO A COMMON SET OF VALUES:		
The College's mission and vision and the goal of becoming outstanding.	Essential	A, I, R
The role of 14-19 education in developing and improving people's lives.	Essential	A, I
Determination to promote equality of opportunity throughout all aspect of College life, including curriculum and service delivery.	Essential	A, I, R
Ensuring a culture of rigour and discipline throughout the area.	Essential	A, I, R
Ensuring a healthy and safe environment.	Essential	A, I, R
Continuous personal and professional development.	Essential	A, I, R
Continuous personal and institutional development.	Essential	A, I, R
High professional and personal standards of work and of conduct.	Essential	A, I, R

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Key terms and conditions - summary

1. Contract

The successful candidate will be offered a part time 0.17 FTE (4 hours per week) contract of employment with the Corporation of Worthing College effective from 30 August 2018.

This post is permanent.

This post will be line managed by the **Curriculum Team Manager of Health & Social Care, Law, History, Government and Politics.**

2. Salary

This post will be paid on a range between points 1 to 6 including Professional Standards Payment awards, where applicable. This is currently **£22,341 to £38,131** per annum full time equivalent, on the College pay spine. The post holder will have the opportunity to move up the quoted range subject to performance using the college appraisal system.

3. Remission

Not applicable.

4. Pension Entitlement

You will automatically join the Teachers' Pension Scheme. If you do not wish to join you must opt out of the scheme.

5. Notice Period

Standard teacher contract terms will apply. For these purposes the Summer term ends on 31 August, the Autumn term ends on 31 December, the Spring term ends on 30 April.

6. Other terms and conditions

Standard teacher contract terms will apply.

7. Annual Holiday Entitlement

This is a term time only post. Term dates are published annually in advance.

8. Pre-employment Checks

This appointment is subject to satisfactory references, enhanced DBS (Disclosure and Barring Service) and health checks and presentation of original qualification certificates. We will always obtain references prior to interview.

9. Probation

A six month probationary period will apply to this post. As part of your probation period you are contractually required to complete the college induction programme. This is organised to inform and support you during the first few weeks of your employment at Worthing College and means you may have to attend induction training sessions outside of your usual pattern of work. **Induction will begin on your first day.**

10. Disclosure and Barring Service (DBS) check

The post is subject to an enhanced DBS check. Worthing College aims to promote equality of opportunity for all with the right mix of talents, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

However, various kinds of employment, occupations and professionals are exempted under the Rehabilitation of Offenders Act 1974. Exempted occupations include work that brings the person into contact with vulnerable groups such as young people under the age of 18 and vulnerable adults. You must therefore indicate any spent or unspent convictions on your application and, as part of the interview process you are required to say whether or not you have a pending prosecution or have ever been convicted or bound-over at a court or cautioned by the police for any offence.

Your DBS check will be processed by the college on acceptance from you of an offer of employment. You will be required to pay the full cost of your DBS check (currently £44). The cost of the check (£44) will be deducted from your first full month's salary payment unless it has already been paid by cash or cheque. You will be required to register with the DBS within 14 days of the certificate being issued (the registration fee is currently £13). Full details of this process will be provided on offer of employment. We pass this fee on, in full, to the DBS.

11. Qualifications

Candidates will be required to bring to interview evidence of any qualifications declared on their application in the form of original certificates, together with proof of identity.

12. Data Protection Act 1998

Worthing College collects information about applicants and staff for administrative, academic and health and safety reasons. Because of the Data Protection Act 1998, we need your consent and since we cannot operate effectively without processing information about you, we will need you to give your consent to process your application.

If you do not give your consent, we will be unable to offer you a post and may withdraw any offer already made.

How to apply

INTERNAL CANDIDATES

Please complete a personal statement indicating how well your experience, skills, abilities, knowledge and values meet the criteria of the person / post specification. Please address each of these clearly in your application. Please ensure this statement is no more than two sides of A4 paper.

Disability

If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the college. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.

References

All internal applicants for vacancies must ensure they provide a reference from their line manager. Please use the pro forma on the staff intranet (Sharepoint) under '*document libraries/human resources/current vacancies*'. Your line manager must complete the form and it must be received by Human Resources.

The deadline for receipt of applications and references to Human Resources is **18 June 2018**.

Your personal statement and reference must be sent to the Human Resources Team.

Interview date will be notified to successful applicants in due course.

Human Resources
June 2018

EXTERNAL CANDIDATES

COMPLETING YOUR APPLICATION FORM

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae) as we will not consider it.** It is vital that you fill in the form as fully and accurately as possible. We will pay particular attention to how well your experience and skills fit the criteria of the Person Specification. You should, therefore, make clear how you match these criteria.

Please download the electronic application form via the link on the jobs page on our website (www.worthing.ac.uk) and email to humanresources@worthing.ac.uk, wherever possible.

INFORMATION FOR AGENCIES

It is our policy to recruit candidates directly from advertisement through our college website and the press, to ensure equality of opportunity.

We will not accept applications via recruitment agencies.

EQUAL OPPORTUNITIES MONITORING

The college is working to improve its equal opportunities provision. You are asked to complete these sections of the application form (although you are not obliged to do so) which asks for details of gender, age, disability and ethnic origin. It helps us to monitor our progress on achieving equal opportunities and helps us to identify any gaps or inconsistencies so that we can correct them. This information is not seen by shortlisting or interview panels.

Disability

If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the college. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.

WHERE TO SEND YOUR APPLICATION

Application deadline

The deadline for receipt of applications and references to Human Resources is **18 June 2018**.

Your application and personal statement must be sent to the Human Resources Team.

If you are posting your application please address it for the attention of the Human Resources Team, Worthing College, 1 Sanditon Way, Worthing, West Sussex, BN14 9FD.
(Tel: 01903 275755 Ext 424 / 423 / 422) Email: humanresources@worthing.ac.uk).

What Next?

If you are shortlisted for interview we will normally contact you by telephone and send you written confirmation. Interview dates will be notified to successful applicants shortly after the application deadline.

The college is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

If you are not shortlisted for interview, we regret that due to the rising cost of recruitment and our efforts to prioritise funds towards education, it is not possible to write to unsuccessful applicants. If you have not received a reply within 5 weeks of applying you should assume that you have been unsuccessful in your application. We hope this will not deter you from applying for subsequent posts which may be of interest. Please also note, the college is unable to provide interview feedback to unsuccessful candidates.

Human Resources

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