

## Application Pack

**Bank of Sessional Teachers for ESOL, Basic Skills, Mathematics and/or IT  
(Adult Learning)**



**Principal – Elly Tobin**

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Dear Colleague,

I am delighted to provide an application pack for the role of Bank of Sessional Teachers for Adult Learning at Joseph Chamberlain Sixth Form College. I hope you will find this information interesting and that it will help you in taking your application forward.

As the only Sixth Form College to have been awarded the Queen's Anniversary Prize for Further/Higher Education, we are a popular and oversubscribed college with a national reputation for excellence. Our most recent Ofsted inspection was an enormous success and we were awarded a grade of 'outstanding' in all categories.

We are persistent in our desire to deliver excellence for all of our students and this means that offering them outstanding learning experiences is the focus of everything we do. We want our students to be happy and successful in later life, achieving excellent examination results and enjoying a wide range of exciting opportunities that broaden their experience along the way. To this end, we place a strong emphasis on the quality of our teaching and learning. We aim to deliver inspiring lessons to our students and our teachers work collaboratively to ensure that learning is both rigorous and innovative. We are equally proud of the pastoral support we offer to our students to ensure that they succeed and proud of the enrichment opportunities we provide.

All current and future colleagues joining our excellent team of teaching and support staff should therefore have a strong drive and determination for the success of our students, providing positive role models for them and caring about their wellbeing. To work at JCC, we hope you will aspire to be an outstanding colleague and be willing to share ideas with and learn from your colleagues. In return, we will provide you with outstanding support from managers and colleagues, high quality resources and a wide variety of professional development opportunities.

Finally, I would like to wish you the very best of luck with your application for the post and genuinely appreciate the investment of your time in the process.



Elly Tobin  
Principal



## **Background and Context**

### **Our Purpose – What we are here to do**

To provide an exceptional learning experience for all of our students, raising their aspirations and improving their achievements so that they can enjoy a level of success in later life that realises their highest ambitions.

### **Our Vision For 2019**

In 2019, Joseph Chamberlain College will be the first choice for learners in Birmingham because it will be recognised for excellence in academic achievement, exceptionally high standards of teaching and its capacity to raise the aspirations and ambitions of all of its staff and students so that they can enjoy rewarding and successful futures. With a strong commitment to effective collaboration with a wide range of partners, Joseph Chamberlain College will be innovative and forward-thinking for the benefit of its current and future generations of students and staff, inspiring others as a model of exemplary practice.

### **Our Core Values**

We believe in:

- Excellence and Ambition
  - Everything we do is focused on improving the student learning experience.
  - We have high ambitions, expectations and commit to excellent in everything we do.
  - We demonstrate a 'can do' attitude, embracing the need for continuous improvement and positive change.
- Cooperation and Communication
  - We work together positively as a team for the benefit of the college
  - We learn from our own and each other's mistakes and successes, taking responsibility for our actions.
  - We are professionally honest with each other and create trust through effective relationships and transparent communication.
- Equality and Recognition
  - We value diversity and inclusivity and let this underpin all we do, treating people with respect and fairness.
  - We value and recognise everyone's work and the individual contribution they make to the lives of students.
  - We display loyalty to and pride in our college and its students.

## **Our Current Strategic Objectives**

### **1. The Academic Achievements and Success of Our Students**

To be highly ambitious for all of our students and prioritise their success so that they achieve the highest standards academically, making significant progress throughout their time with us.

### **2. The Learning Experience of Our Students**

To ensure that all of our students benefit from an exceptional learning experience that excites, inspires and broadens their minds both in the classroom and beyond.

### **3. The Support and Development of Our Students**

To ensure that all of our students are supported to develop into confident and responsible citizens who believe in their own ability to do well in later life and who are respectful of the diverse societies of modern Britain and the wider world.

### **4. The Reputation and Recognition of the College**

To position the College as a nationally recognised Sixth Form College that attracts an increasing number of students each year, is a highly desirable place to work and captures the interests of a wide range of partners with whom we will collaborate.

### **5. The Leadership of the College and its Resources**

To manage our resources and finances expertly so that we can continue to grow and develop as a College to seek innovative opportunities for improvement amidst the challenges facing the sector now and in the future.



## **Information about the College**

Joseph Chamberlain Sixth Form College was established in 1983 and now offers a wide range of academic and vocational courses from Entry Level to Level 3. Our curriculum offer and entry criteria are highly inclusive, offering clear progression routes to success for all students, regardless of their starting points and backgrounds. Approximately 80% of our work is with 16-18 year olds at Level 3, who study AS/A2 Levels or Level 3 BTEC Extended Diplomas. At Level 2, we offer BTECs and a comprehensive GCSE programme to 16-18 year olds; at Entry Level and Level One, we have an extensive ESOL provision for both 16-18 year olds and 19+ learners.

In addition, our Adult Learning Directorate offers both daytime classes in English, Maths, IT, Childcare, Health and Social care and access to Higher Education. Our classes are delivered in community venues across the city. Our 'College for International Citizenship' offers a leading international programme in global citizenship for students locally, nationally and internationally. We work in partnership with a number of providers and franchise a small part of our provision to Birmingham Theatre School. We also host weekend provision for the Birmingham Chinese and Arabic Schools on Saturdays. Our wider curriculum is also rich and varied and students benefit from a great deal of choice in sports, additional languages, performing arts, fundraising activities, an annual Model United Nations Conference and various other student-led clubs/societies.

In 2017, Joseph Chamberlain College achieved A level pass rates of 99% for the fourth year running and the best results in the history of the College. In our recent inspection in 2017 we were graded as 'outstanding' in all categories and we continue to provide a broad, inclusive and high quality education to all of our learners that results in some of the highest levels of progression to Higher Education in the sector. We support all newly qualified teachers to achieve QTS or QTLS, and are part of a local teaching alliance. We have also been short listed for the 2017 TES Sixth Form College of the Year Awards

The College is situated within easy reach of Birmingham city centre with community provision delivered within a 5 mile radius of the main college.

## **Information about the Directorate of Adult Learning**

The Adult Learning Directorate offers courses in a variety of venues within a 5 mile radius of the main Joseph Chamberlain College site. The main emphasis is on the delivery of Basic Skills, ESOL and Mathematics with the vast majority of learners having English as a second language. There is a small, but increasing Vocational offer at Level 1 and Level 2 which encompass Teaching, Childcare, Health and Social care, Works Skills, Business and IT Skills. There is also a Higher education offer currently limited to childcare, but with plans to extend into Health and Social care in the near future. To support our students into HE we have recently introduced an Access to HE for Education professionals as well as a full level 2 Pre Access course.

There are currently 18 teachers in the Directorate, with 3 Course Leaders, a Curriculum Leader and one Director. Staff are based at a dedicated Adult Learner venue and are supported by an administration team and a personal tutor.

In recent years the Directorate has been graded as outstanding, with exceedingly high levels of student satisfaction and success.

Sessional teachers will be expected to deliver and teach high quality adult learning within the College and out in our community. Currently we are recruiting Tutors with experience of delivering courses in the following subjects:

- ESOL
- Basic Skills
- IT
- Mathematics



## **Terms and Conditions**

### **Contract Type**

Bank/ Sessional, term time only.

### **Salary**

The hourly rate of pay will be £22.42 and will be paid monthly. Time sheets must be completed and submitted according to a timetable provided by the HR office.

### **Hours of Work**

Hours of work will vary and may include evening and weekend classes, teaching a variety of subjects at various centres.

Please be aware that our term dates fall in line with Birmingham City Council term dates, with the exception of the summer term, which ends during the second week of July. The autumn term begins on GCSE examination results day.

### **Superannuation**

The successful candidate will be eligible to join the Teachers' Pension Scheme and you will automatically become a member unless you opt not to join.

### **Accountability**

The post is accountable to the Curriculum Leader for Adult Learning.



## Making Your Application

1. Complete the JCC Staff Application Form. **Please state clearly on your application the position you are applying for.**
2. Provide a supporting statement (in section 8 of the application form) of no more than two sides of A4, in which you demonstrate how your skills, abilities and experience make you a suitable candidate for the role. Please give specific details and examples of how you meet all aspects of the person specification.
3. If you are applying for a teaching or curriculum based role, please complete the examination results form provided (applicants who are still completing their PGCE course need not complete this).
4. The completed form should be returned by email to: [personnel@jcc.ac.uk](mailto:personnel@jcc.ac.uk) or by post to:

**The Director of HR**  
**Joseph Chamberlain Sixth Form College**  
**1 Belgrave Road**  
**Highgate**  
**Birmingham**  
**B12 9FF**  
**Telephone: 0121-446 2200**

### Deadline

The deadline for the post(s) is **Monday 7<sup>th</sup> January 2019** (to arrive no later than 12 noon).

### Shortlisting

Unfortunately, we will be unable to notify candidates who are not on the shortlist. Therefore, if you have not heard from us by **7<sup>th</sup> February 2019** please assume your application has been unsuccessful on this occasion.

### Equal Opportunities Policy

Joseph Chamberlain College is committed to equality of opportunity in recruitment and selection. Every care has been taken in the drawing up of this job description and person specification to ensure that the requirements of the post are not discriminatory on account of race, gender or age. Similar care will be taken during the short-listing and interviewing stages. If candidates are dissatisfied about any part of the process they should write in the first instance to the Principal of the College setting out the nature of their complaint.

### Guide to the General Data Protection Regulation (GDPR) (2018)

Under the General Data Protection Regulation (2018), the College needs to have your consent to collect and process information about you for the proper administration of the selection process and the employment relationship should you be appointed. Please accordingly make sure you sign the declarations at the end of the application form. After an appointment has been made, all the papers of unsuccessful candidates are kept for a period of nine months and are then destroyed.

## **Candidates with a Disability**

The College is a Disability Symbol User. If candidates with a disability need any special arrangements for interview, they should enclose a letter giving details of these, marked for the attention of the Personnel Manager.

## **Police checks and Rehabilitation of Offenders Act 1974**

The successful candidate will be required to apply for a Disclosure from the Disclosure and Barring Service. The College follows the Code of Practice laid down by the DBS, and this is available from the Personnel Office upon request. In accordance with the above Act employees with access to children and young people under the age of 18 are not allowed to withhold information regarding criminal convictions no matter when they occurred.

## **Selection Process**

Short-listing of candidates for interview will be undertaken by the line manager and a member of the senior management team. All candidates invited to interview will be asked, on the day, to complete a practical task. These tasks will vary according to the post. You will be given relevant information, where appropriate, in advance. The results of these assessments will be used to decide whether to shortlist you further for interview.

The interview panel usually consists of three or four members of senior and middle managers. The interview panel will be chaired by a senior leader.

During the interview we ask the same main questions to all candidates, as well as any supplementary questions either arising from initial responses or specific to individual applications. Members of the panel will take notes during the interview.

At the end of the interview you will be given the opportunity to add anything further in support of your application or ask any questions. The panel will make its decision based on the evidence presented throughout the process and will contact all candidates with an outcome as soon as possible.

## **Staff Benefits**

We offer the following benefits to our staff:

- Comprehensive staff development programme
- Occupational pension scheme (either TPS or LGPS)
- BHSF – private healthcare insurance plan
- Cycle scheme
- Interest free annual travel card loans
- Discounted college gym membership

## **Job Description – Bank of Sessional Teachers (Adult Learning)**

The post holder will be required:

- To prepare learning materials which are suitable for our learners.
- To prepare, provide and review lessons and other activities so that students learn effectively.
- To monitor and review student progress and maintain records as required by the College.
- To encourage positive attitudes towards learning and to support the development of independent study skills.
- To provide information on students' progress as appropriate in line with College policy.
- To monitor, support and advise students within the group and encourage them to achieve their educational and vocational goals.
- To maintain individual records of students and to supply reports, references and reviews of progress as required according to College policy.
- To participate in training to enhance professional skills and knowledge.
- To carry out any other such duties, which will be agreed with the Director of Adult Learning.
- To attend faculty meetings and training, as required.

### Person Specification – Bank of Sessional Teachers (Adult Learning)

Applications will be short-listed, and short-listed candidates assessed against the following criteria. Please show evidence of these competencies in your application.

Essential Criteria	
Education, Qualifications and Training	Method of Assessment
Hold a PGCE qualification (or equivalent teaching qualification).	Application
Hold a relevant qualification at level 4 or above. For e.g. a degree, HND, specialist numeracy or ESOL teaching qualifications, such as CELTA.	Application
Hold a level 2 qualification in English and Maths.	Application
Experience	Method of Assessment
Have experience of teaching the relevant subjects from Entry Level up to Level 2.	Application, Interview
Have a successful record of teaching, including very good exam results.	Application, Interview
Skills and Abilities	Method of Assessment
Have excellent communication and interpersonal skills.	Application, Interview
An excellent standard of written and spoken English.	Application, Interview
Be adaptable and flexible.	Application, Interview
Be committed to high standards & expectations.	Application, Interview
Be positive about working in a multi-cultural, multi-ethnic environment.	Application, Interview
Be committed to professionalism, sharing, teamwork & collaboration.	Application, Interview
Desirable Criteria	Method of Assessment
Hold a level 2 qualification in IT.	Application
Be competent in the use of ILT.	Application, Interview
Have experience of delivering access to HE courses	Application, Interview