

## SCHOOL OF ENGINEERING

### **Appointment of Teacher in Engineering (Business Specialism) Ref I80922R full or part time**

Due to the increasing popularity of Engineering courses at Runshaw College, we are seeking a teacher of Business to teach the Business and Management elements of our Engineering programmes.

The School of Engineering is an exciting, dynamic and challenging environment in which to work and study. We presently cater for over 400 vocational students within a provision that includes:

- Engineering Apprenticeships
- BTEC First in Manufacturing Engineering
- BTEC Extended Diploma in Engineering
- Foundation Degree in Computer Aided Engineering

The School is housed in purpose built facilities and has a range of specialist resources that include fully equipped Engineering and R&D facilities, CNC machines, Forge/Heat Treatment area, materials testing laboratories, Electronics labs, 3D printer, CAD suite, Drawing Office, Classrooms. In 2016 we opened our new £6.2m Engineering Science Innovation Centre at our Chorley campus.

The School currently comprises 13 full-time teachers who are supported by 2 full-time specialist technicians.

The School has a proven track record for achieving excellent results and there is a clear route for progression. Retention and attendance are well above the national average and the School has developed good links with local industries.

The successful candidate would play a fundamental part in the development and delivery of Engineering subjects across a range of courses within the School and would be joining an enthusiastic and committed team of professionals.

We positively support the continuous development of staff within the learning environment through specific and individual staff development programmes.

At Runshaw, we do believe that teaching and learning is by far the most important activity in the college and we actively support our teaching staff and the work they do with our learners. They are supported by:

- Pastoral support tutors, to support teachers to follow up pastoral problems for 16-19 students, including the telephoning of parents
- Sympathetic timetabling to avoid a spread of too many different courses and levels and the inclusion, where possible, of repeat lessons
- A very supportive organisational structure with each teacher supported by his/her team and School
- Timetabled subject-specific support to provide extra help for individual students or small groups and counted as part of a teacher's annual teaching commitment
- Subject/course based staff workrooms located nearby to subject/course suites of classrooms

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- The use of ILT and other strategies to put more responsibility on students for their learning
- The use by each teaching team of common schemes of work and shared teaching and learning resources which have been developed by the team
- An invigilation team which means that teaching staff are not involved in general invigilation
- Significant in-class support from education support workers
- Administrative and pastoral support located in the Programme Office
- A special programme of support for Newly Qualified Teachers (NQTs).
- Teaching and Learning Academy that supports and develops teaching and learning skills for all teachers.
- A holiday entitlement which matches that of sixth form colleges
- A comprehensive professional development programme which includes in-house provision as well as externally organised events
- Salary scales which are among the best in the post-16 sector
- Prominence given to the development of teaching methodologies and curriculum development e.g. workshops on co-operative learning by Spencer Kagan
- A college ethos which focuses on valuing learners as individuals and supporting them to fulfil their potential.

The post on offer is indeed a very exciting one and offers great opportunities. We hope that having read this information, you will be encouraged to apply.

We very much look forward to receiving your application.

Aaron Ashurst  
Head of School of Engineering  
[ashurst.a@runshaw.ac.uk](mailto:ashurst.a@runshaw.ac.uk)

# Runshaw Vacancies

## **JOB DESCRIPTION**

**JOB TITLE:** Teacher in Business (for Engineering) – Ref I80922R

**UPDATED:** November 2018

**RESPONSIBLE TO:** Head of School

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

KEY DUTIES
<b>TEACHING RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Plan, prepare and teach as required by your line manager</li><li>• Develop resources for the course/subject including maintaining effective links across College for resources</li><li>• Deliver enrichment and enhancement activities including accompanying students on external visits</li><li>• Be up to date in teaching and your subject area</li></ul>
<b>STUDENT RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Manage the pastoral care and discipline of students</li><li>• Manage the behaviour of students</li></ul>
<b>CURRICULUM DEVELOPMENT</b>
<ul style="list-style-type: none"><li>• Engage in Curriculum development activities, individually and as a team to develop and improve the curriculum</li></ul>
<b>QUALITY</b>
<ul style="list-style-type: none"><li>• Be actively involved in the College's continuous improvement culture</li><li>• Participate in standardisation and moderation as required</li><li>• Be responsible for verification and moderation of the course/subject</li></ul>
<b>ADMINISTRATION</b>
<ul style="list-style-type: none"><li>• Maintain comprehensive, up to date, course/subject records</li><li>• Be responsible for the appropriate administration for exam entries for the course/subject and liaise with external exam awarding bodies as appropriate</li></ul>
<b>ROLE SPECIFIC</b>
<ul style="list-style-type: none"><li>• Teach on a range of courses in the school as required by your line manager</li><li>• Assist in the preparation of resources</li><li>• Be involved in the marketing of courses in the school and in the recruitment and assessment of students</li></ul>

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## COLLEGE RESPONSIBILITIES

- Participate in appraisal and staff development activities as required
- Value diversity and promote equal opportunities
- Engage in marketing activities as requested by your line manager
- Work within health and safety guidelines and be aware of your responsibilities for health and safety
- Adhere to college policies and procedures, including Data Protection
- Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults

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## PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
<b>QUALIFICATIONS AND ATTAINMENTS</b>		
GCSE English and Maths at Grade A* / 9 – C / 4 or equivalent	<b>E</b>	Application form
Certificate in Education, PGCE or equivalent	<b>E</b>	Application form
Degree in a relevant subject area or equivalent	<b>E</b>	Application form
A record of appropriate Continuing Professional Learning	<b>D</b>	Application form / interview
<b>TRAINING, EXPERIENCE AND KNOWLEDGE</b>		
Successful teaching experience which includes a record of success [supported with data]	<b>E</b>	Application form [please provide details of this in the supporting information] / interview
A strong profile of lesson observations which demonstrate a student centred approach to teaching and learning	<b>D</b>	Application form / lesson observation
Experience of IV, moderation and standardisation	<b>D</b>	Application form
Ability to teach on a range of courses as offered by the school	<b>D</b>	Application form / interview
<b>PERSONAL SKILLS AND ATTITUDES</b>		
Display initiative, be positive and friendly	<b>E</b>	Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	<b>E</b>	Interview
Display energy and enthusiasm	<b>E</b>	Application form / interview
Possess excellent communication skills	<b>E</b>	Application form / interview
Possess high standards and be conscientious	<b>E</b>	Application form / interview
Be a team player	<b>E</b>	Application form / interview
Demonstrate a commitment to the process of continuous review and improvement	<b>E</b>	Application form / interview
Suitable to work with children, young people and vulnerable adults	<b>E</b>	Interview / Employment Checks

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## **SUMMARY OF MAIN TERMS AND CONDITIONS**

<b>SALARY</b>	Up to £31,427 per annum dependent upon qualifications and competencies
<b>WORKING HOURS</b>	You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 37 hours per week. Applications from individuals who wish to work part-time are welcome.
<b>PENSION SCHEME</b>	You are entitled to join the Teachers' Pension Scheme. Further details are available at <a href="http://www.teacherspensions.co.uk">www.teacherspensions.co.uk</a>
<b>HOLIDAYS</b>	Your holiday entitlement is similar to 6th Form Colleges.
<b>SAFEGUARDING</b>	<p>The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults. In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate.</p> <p>All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates. Visit <a href="http://www.gov.uk/government/publications/dbs-code-of-practice">www.gov.uk/government/publications/dbs-code-of-practice</a> for a copy of the Code of Practice. Copies of the College policies are available on the College's website at <a href="http://www.runshaw.ac.uk">www.runshaw.ac.uk</a></p>
<b>PAYMENT</b>	Your salary will be paid on the last working day of each month by BACS transfer.
<b>SMOKING</b>	Smoking is not permitted on College premises except in designated smoking areas.
<b>HEALTH</b>	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
<b>PROBATION PERIOD</b>	This post is subject to the successful completion of a 12-month probation period.
<b>NOTICE</b>	You may terminate your employment in writing which should be received by: - 28 February in order to finish 30 April 31 May in order to finish 31 August 30 October in order to finish 31 December.
<b>FLEXIBLE WORKING</b>	The College operates a Flexible Working Policy that includes Job Share.

**Deadline for receipt of application forms is midday Friday 23rd November 2018.**

**Interviews will be held on Friday 30<sup>th</sup> November 2018**

Approved: Aaron Ashurst

Date: November 2018