

February 2021

Dear Applicant,

Thank you for your interest in the post of **Full-time Head of Department - Psychology.**

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 the HR Department – [personnel@godalming.ac.uk](mailto:personnel@godalming.ac.uk)

The closing date for receipt of applications is **Monday 1<sup>st</sup> March 2021 at 10am.**

#### **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**

Please return your application form by e-mail as an attachment to [personnel@godalming.ac.uk](mailto: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 the 8<sup>th</sup> March, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact the HR Department if you would like to enquire about the progress of your application. **Interviews are currently planned for week commencing 8<sup>th</sup> March and will be held remotely if the current lockdown measures continue.**

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

## Head of Department for Psychology

The College is looking to appoint a suitably qualified and innovative A-level Psychology teacher with leadership experience or potential, on a full time basis from the start of the academic year 2021/22 to be the Head of our Psychology department. Applicants will need to be enthusiastic and committed teachers who are aware of and sympathetic to the needs of 16-19-year olds.

## The Psychology Department

- Psychology is taught as part of our provision to full-time 16-19 students. The Psychology Department currently offers A Level Psychology and follows the AQA (A) Specification.
- In addition, the Head of Department will line manage a course leader in Health and Social Care who will deliver the course management and teaching of the BTEC Extended Certificate. This appointment has yet to be made and we would expect the successful candidate to be involved in the recruitment of this member of staff.
- The department benefits from modern, purpose-built accommodation in large classrooms, with teacher access to PCs as well as individual surface Pros.
- The Psychology Department is one of the largest departments in the college and offers A-level and BTEC provision typically to over 450 students in total.
- The Department consistently gains a Grade 1 in the College's internal Self-Assessment Review and has a history of excellent exam results. Godalming College was recently graded 'outstanding' following the last Ofsted review.
- 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.
- All teachers are expected to act as a personal tutor, to a group of approximately 20 students.

## Departmental Profile

CURRENT STAFF	<ul style="list-style-type: none"> <li>• Maura Taylor (Current Head of Department reducing role to Part-Time Teacher from September 2021)</li> <li>• Kat Parker (Second in department)</li> <li>• Course Leader and Teacher in Health and Social Care (yet to be appointed)</li> <li>• Rebecca Tremayne</li> <li>• Hannah Radwanski</li> <li>• Vanessa Bonney</li> <li>• Sarah Scott</li> <li>• Helen McCabe</li> <li>• Nicola Fairless</li> </ul>
COURSES	<ol style="list-style-type: none"> <li>1. GCE Psychology A Level (AQA – Spec. A)</li> <li>2. Health and Social Care BTEC Extended Certificate (Pearson)</li> </ol>
STUDENT EXAMINATION ENTRIES and RESULTS	<ul style="list-style-type: none"> <li>• Full details of college examination entries and results can be found in the Courses section of the college website: <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a></li> </ul>

## Job Description – Head of Department

### Main Purpose

The Head of Department has responsibility for the quality of outcomes in their Department, leading their team to continuously evaluate and improve the quality of education for all its students.

### Main Responsibilities

- **Leadership and Management of Teaching and Learning**
  - To oversee the development of teaching and learning resources
  - To ensure all department schemes of learning are prepared and kept updated
  - To encourage the sharing of good practice across the department
  - To ensure regular assessment of student learning takes place in line with the College Assessment Cycle
  - To supervise the management of practicals/coursework as appropriate
  - To select specifications and liaise with exam boards/the College Examinations Officer
  - To ensure the curriculum intent of the department is reviewed regularly to reflect changing needs of students and local/national trends
- **Quality Assurance**
  - To monitor and analyse data regarding examination performance
  - To produce an annual Self-Assessment Report (SAR) and implement the department development plan
  - To conduct learning walks/lesson observations as part of a developmental culture of continuous improvement and reflection
  - To ensure appropriate quality of monitoring, assessment, recording and evaluation of student progress and performance
  - To conduct and respond to Learner Voice surveys
  - To ensure the department is Ofsted ready
- **Communication**
  - To represent the views of the Department at Faculty meetings when appropriate and to feedback ideas and decisions back to the department
  - To chair regular departmental meetings to ensure the effective running of the department
  - To ensure all key College policies such are understood and adhered to by the Department
- **Management of People**
  - To assist in the selection and appointment of staff, and participate in the induction and the support of new members of the team
  - To assist in the timetabling process by deploying staff within the department effectively
  - To carry out annual Professional Reviews of the Department team
  - To identify training needs and assist with training as required
  - Where applicable, to line manage a 2<sup>nd</sup> in Department/Course Leaders, delegating responsibilities as appropriate
  - In liaison with the Director of Faculty, address issues of conduct/capability as appropriate
- **Other responsibilities**
  - To manage the departmental budget in the most effective way
  - To undertake appropriate activities concerned with marketing, recruitment and liaison which are relevant both to the Department and the wider interests of the College
  - To forge curriculum links, for example with HE, employers, where appropriate to support and promote understanding of subject progression routes

- To communicate and consult with parents/carers of students and prospective students as required
- To fulfil responsibilities as a teaching member of the subject as detailed in the job description for a teacher/tutor
- To take responsibility for the Health and Safety of the Department, ensuring that the staff and students always adhere to the College Health and Safety Policy
- To carry out other reasonable requests as may be required from time to time by the Principal

## Person Specification – Head of Department

### ESSENTIAL

#### QUALIFICATIONS

- Be a graduate with a teaching qualification

#### EXPERIENCE and SKILLS

- A proven track record as a successful teacher of the subject (s)
- Excellent communication and presentation skills
- Very good organisational ability, being able to prioritise effectively

#### PROFESSIONAL QUALITIES

- Enthusiasm for the subject (s) and an ability to deliver it in an engaging and imaginative way
- Has high expectations of all students
- Inspires learning and promotes success and progress
- Interest in all students as individuals, working with determination to ensure that all students in the department achieve their potential
- Ability to motivate others and lead a departmental team, favouring a participative and open management style
- Be committed to ongoing professional development including familiarity with curriculum developments in the subject area
- Be competent in, and committed to, being a tutor to a group of students
- Be committed to teaching on the College +Enrichment programme

### DESIRABLE

- Post 16 teaching experience
- Experience of leading a team
- Knowledge and understanding of quality assurance processes
- Have aspiring Head of Department (or equivalent) training
- Experience of managing a budget

**THE COLLEGE**

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in December 2019.

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. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching staff in facilities that have seen major investment over many years. We have 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, depending on previous teaching experience. The Academy Trust Board reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1<sup>st</sup> September. Incremental progression is subject to satisfactory performance review.

**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 1<sup>st</sup> September-31<sup>st</sup> August although the official start of the Autumn term varies. In 2021, the Autumn Term began on 31st August for all staff.

**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 staff.

**OTHER INFORMATION**

The College is within walking distance of Godalming town centre and the railway station. 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. The 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 May 2021**

**Plus Fringe Allowance on all points £1081**

**a) SFCA National Spine (NSP)**

<b>NSP1</b>	<b>£25,570</b>
<b>NSP2</b>	<b>£27,264</b>
<b>NSP3</b>	<b>£29,076</b>
<b>NSP4</b>	<b>£31,008</b>
<b>NSP5</b>	<b>£33,068</b>
<b>NSP6</b>	<b>£35,263</b>
<b>NSP7</b>	<b>£36,696</b>
<b>NSP8</b>	<b>£39,133</b>
<b>NSP9</b>	<b>£41,732</b>

**b) Godalming College Single Leadership Spine**

<b>A</b>	<b>L1</b>	<b>£42,079</b>
	<b>L2</b>	<b>£42,793</b>
	<b>L3</b>	<b>£43,520</b>
<b>B</b>	<b>L4</b>	<b>£44,260</b>
	<b>L5</b>	<b>£45,013</b>
	<b>L6</b>	<b>£45,778</b>
<b>C</b>	<b>L7</b>	<b>£46,556</b>
	<b>L8</b>	<b>£47,438</b>
	<b>L9</b>	<b>£48,153</b>
<b>D</b>	<b>L10</b>	<b>£48,971</b>
	<b>L11</b>	<b>£49,805</b>
	<b>L12</b>	<b>£50,651</b>
<b>E</b>	<b>L13</b>	<b>£51,511</b>
	<b>L14</b>	<b>£52,387</b>
	<b>L15</b>	<b>£53,278</b>
	<b>L16</b>	<b>£54,184</b>
	<b>L17</b>	<b>£55,105</b>
	<b>L18</b>	<b>£56,041</b>
	<b>L19</b>	<b>£56,994</b>
	<b>L20</b>	<b>£57,962</b>
	<b>L21</b>	<b>£58,949</b>

**c) Godalming Responsibility Allowances**

<b>R1</b>	<b>£553</b>
<b>R2</b>	<b>£1,268</b>
<b>R3</b>	<b>£1,996</b>
<b>R4</b>	<b>£2,736</b>
<b>R5</b>	<b>£3,489</b>
<b>R6</b>	<b>£4,254</b>