Godalming College

Tuesley Lane, Godalming, Surrey GU7 1RS

Principal: Emma Young

March 2021

Dear Applicant,

Thank you for your interest in the post of **Full-time Trainee Teacher DCT/Computing (Two year fixed term contract).**

This application pack contains the following documents which will assist you in your application:

- Information about the subject department
- Information about the Godalming College Trainee Teacher Scheme
- Job Description
- Person Specification
- Summary of Terms and Conditions for Teaching Staff

The application pack is available to download from the vacancies section of the College website http://www.godalming.ac.uk/about-us/vacancies For other enquiries please contact HR – personnel@godalming.ac.uk .

The closing date for receipt of applications is **Monday 19TH April 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**

Short-listing and interview arrangements
Since we will not be able to respond to all applicants, if you have not been contacted by 27th April please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **Interviews are currently planned for week commencing 26th April.**

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

Telephone 01483 423526 | Fax 01483 417079 | E-mail college@godalming.ac.uk | Website www.godalming.ac.uk

Godalming College's Trainee Teacher Scheme

To apply for our full-time trainee teacher scheme, you must have a relevant degree and be committed to starting a career in teaching. You must also be enthusiastic and passionate about your subject as well as working with young people.

You will be teaching for around 13.5 hours per week plus a tutor group. You will also be doing some learning support work which will give you the opportunity to experience lessons taught by other staff. The post includes some additional time to help you plan and prepare for lessons as well as keep up to date with work for your PGCE. The actual salary will depend on the proportion of time allocated to teaching and will be confirmed at offer stage. For this trainee post, we envisage the actual annual salary will be approximately £23,000.

You will complete your PGCE on a part-time basis over the two years and the cost of the PGCE course will be paid by the College. Our normal expectation is for trainee teachers to enrol on the PGCE at Reigate College as this course is most suited to trainee teachers in the sixth form college sector. We appreciate this may not always be a suitable location for all trainees, depending on their home location and there are other courses that are possibilities which can be discussed at interview.

Trainee teachers are employed on a fixed-term contract for approximately two years. The purpose of the contract is to allow you to complete your teaching qualification while at the same time gain practical experience of teaching and learning support work. At the end of your training contract, the College may be able to offer you employment depending on our teaching requirements at the time but as with all trainee teacher schemes, there's no guarantee of a permanent position.

The Digital and Creative Technology Department and Physics/Computing Department

- The successful candidate will be potentially involved in two departments in the College, although line managed by one of the Heads of Department. They will be potentially delivering on both the A-level Computing and BTEC IT courses.
- The department benefits from modern, purpose-built accommodation in large classrooms, with teacher access to PCs as well as individual Microsoft Surface Pros. In addition, students have access to individual high-spec PC's to complete their work.
- The number of BTEC IT and A-level Computing students is on the rise as the subjects become increasingly popular with our students.
- The two departments have a history of good 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	• Joe McCarthy-Holland (Head of Department – Physics & Computing) • Caroline Miller (Head of Department – DCT) • Josh Duddy • Anne Lancaster • Philip Morgan • Dal Sandhu • Angela Luddington (Physics Technician) • Kieran White (DCT Technician)
COURSES	• BTEC Extended Certificate and Diploma in Information Technology (RQF) • A-level Computing (AQA) • A-level Physics (AQA)
STUDENT EXAMINATION ENTRIES and RESULTS	• Full details of college examination entries and results can be found in the Courses section of the college website: **www.godalming.ac.uk**

Job Description – Subject Teacher

Please note this is a standard job description for a teacher. Naturally account will be taken of the fact that the post holder is a trainee teacher when allocating duties – so please don't be put off!

This document summarises those professional duties that would typically be expected of a subject teacher. Not every duty will necessarily be relevant to every post; part-time teachers will be expected to carry out these duties pro-rata according to the numbers of hours employed and the numbers of students taught.

TEACHING

- Planning and preparing schemes of work and lessons to facilitate student learning
- Teaching and supporting learning according to individual student needs
- Setting and marking of work to be carried out by the student in college and elsewhere
- Assessing, recording and reporting on the development, progress and attainment of each student

STUDENT WELFARE AND SUPPORT

- Promoting the general progress and well-being of students through both individual and group support
- Providing guidance, consultation and advice to students on educational matters and on their further education and future careers
- Communicating and consulting with the parents of students and prospective students including attendance at Parents' Evenings and Open Evenings
- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere

APPRAISAL AND STAFF DEVELOPMENT

- Participating in arrangements made for the appraisal of one's own performance and that of other staff as appropriate
- Reviewing from time to time methods of teaching and programmes of work
- Participating in arrangements for further training and professional development

ADMINISTRATION AND OTHER DUTIES

- Attending and participating in meetings relating to the curriculum, administration or organisation of the College
- Preparing students for public examinations and supervising during such examinations
- Supporting and assisting the Head of Department in departmental developments, the selection and professional development of other teachers and support staff, and the induction and assessment of new teachers
- Participating in administrative and organisational tasks related to those duties described above, including registering the attendance of students and the ordering and allocation of equipment and materials as appropriate

SAFEGUARDING

Godalming College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment as outlined in our Child Protection Policy.

This job description is intended as a guide. The post-holder will be expected to carry out any other tasks which may reasonably be assigned and which are consistent with the overall scope and purpose of the job.

Person Specification – Subject Teacher

This document describes the type of person that we would expect to apply for one of our teaching roles. It provides an objective means of comparing candidates during the selection process. It should not be regarded as a comprehensive list of all that is relevant, nor will it necessarily be expected that the successful candidate will display all of these features.

QUALIFICATIONS

Applicants should have:

- A degree or equivalent professional qualification in the subject to be taught, or in a closely related subject

And ideally have:

- Qualified Teacher Status (including being a newly qualified teacher)

Opportunities are available for Applicants without a teaching qualification to follow a training course leading to a teaching qualification whilst with us.

EXPERIENCE

Applicants who have previously taught will usually be expected to have:

- taught students of a similar age and at a similar level, e.g. taught 16-18 year olds at A level
- a record of high student achievement through their own teaching

SKILLS & QUALITIES

- Enthusiasm for the subject and an ability to deliver it in an engaging and imaginative way
- Interest in students as individuals including advancing their learning and being involved in other aspects of their development. This may include being a Personal Tutor, or working in areas such as key skills or core studies
- Commitment to ongoing professional development including familiarity with curriculum developments in the subject area
- Excellent communication and presentation skills, both written and oral
- Good IT skills or a willingness to develop them and an appreciation of the contribution of ILT to learning
- Ability to relate well with students and develop good working relationships with other staff

JOB DESCRIPTION FOR LEARNING SUPPORT FACILITATOR WORK UNDERTAKEN BY TRAINEE TEACHERS

JOB PURPOSE

To provide learning support for students

SPECIFIC DUTIES AND RESPONSIBILITIES

- To be responsible to the Learning Support Manager and to work as part of a flexible and supportive team to help students gain full access to their chosen courses.
- To support students to overcome barriers to learning so they are able to work as independently as possible.
- To support students in class and during private study sessions to develop effective study skills, good organisation and work habits.
- To liaise with the Learning Support Manager and tutors in reporting on students' progress, attendance and identifying any problem areas.
- Maintain effective records of support work undertaken as directed, ensuring the confidentiality of these records in accordance with Data Protection and Disability Discrimination legislation.
- To participate actively in team meetings and training programmes where appropriate.
- Any other duties which may reasonably be required within the overall purpose and scope of the job.

WORKING AT GODALMING COLLEGE – INFORMATION FOR TEACHING STAFF

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 1st 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 1st September-31st August although the official start of the Autumn term varies. In 2021, the Autumn Term will begin 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).