

Runshaw Vacancies

SCHOOL OF ENGLISH and MFL

TEACHER IN ENGLISH (0.8) (2 posts) – Ref 200270

The School comprises 7 full-time and 9 part-time staff.

Courses we offer

- ♦ A Level English Language and Literature (AQA)
 English Language (AQA)
 English Literature (AQA/A)
 French (AQA)
 German (AQA)
 Spanish (AQA)
- ♦ GCSE English Language (AQA)
- ♦ Functional Skills Levels 1 and 2 (Edexcel)

About the School

The School of English and Modern Foreign Languages provides a range of inclusive courses at different levels. All courses are designed and implemented in such a way as to introduce and embed the appropriate knowledge, skills, behaviours and experiences to enable all students to progress to their next stage in education, training or employment.

Just over 500 students currently follow A Level English courses, choosing between English Language, English Literature and English Language & Literature Combined, whilst around 150 take A Levels in French, German or Spanish. 450 16-19 GCSE English Language students follow either a Fast Track November re-sit course or a year-long June re-sit course, all aiming to achieve at least one grade improvement on their previous outcome. Students with the lowest or no previous achievement at GCSE follow a Functional Skills course, aiming to achieve L1 or above. The School also provides English Language GCSE and Functional Skills to around 80 adult students.

Staff in the School work together both in Course Improvement Teams and as a whole School to plan and implement ideas for teaching, learning, assessment and support, with a strong emphasis on collaborative approaches and fostering independent and growth-mindset learning. We take full advantage of the college's Community of Practice model of continuing professional learning, using it alongside the Course Review and Appraisal procedures to set individual and group development targets. This commitment to excellence and improvement helps students in the School consistently to achieve outcomes above and well-above national averages, with many A Level students progressing to a range of prestigious HE institutions, and GCSE and adult students progressing to the next level of their education or career.

The School is committed to providing opportunities to learn and develop beyond, as well as in the classroom. A Level English students can access weekly 'High Grades' groups, whilst the most able linguists participate in prestigious external competitions such as the UK Linguistics Olympiad. We also support Oxford and Cambridge applicants with their preparation for the ELAT, LAA and MLAT. Enrichment activities include theatre trips, cultural and university visits, and residentials in the UK and abroad, whilst bridging classes and the Maths and English Hub provide valuable support to all students who need it. The student magazine, *Runshaw Insider*, and MFL e-partners present further opportunities for students to develop their skills and potential outside the classroom, whilst the English Champions scheme invites A Level students to support those resitting English GCSE. The

Runshaw Vacancies

School is also committed to providing outstanding opportunities to other young people in the area, and has strong links with partner high schools through the annual 'Full English', 'European Languages Day', 'Masterclass' and 'English Challenge' events.

In the College inspection in March 2005, English was inspected with Modern Languages and awarded Grade 1 ('Outstanding'). In 2008, Ofsted again graded English as 'Outstanding'.

Teachers at Runshaw normally teach 773 hours per annum. At Runshaw, we 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 mentors, aided by evening guidance workers, to support teachers to follow up pastoral problems for 16-19 and adult learners, including telephoning 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.
- 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 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.
- Developed administrative and pastoral support located in Faculty Offices.
- A special programme of support for Newly Qualified Teachers (NQTs) which includes Induction and additional support from the College's Professional Tutors
- 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.
- A college ethos which focuses on valuing learners as individuals and supporting them to fulfil their potential.

Runshaw **Vacancies**

One post is temporary until January 2021 to cover maternity leave.

The posts offer considerable opportunities for professional and personal development, and to contribute to the growth of the already successful English team. We are grateful for your interest in the College and hope that having read this information, you will be encouraged to apply.

We very much look forward to receiving your application.

Robert Jones

Head of School – English and MFL

jones.r@runshaw.ac.uk



Runshaw Vacancies

JOB DESCRIPTION

JOB TITLE: Teacher in English (0.8) (2 posts) – Ref 200270

UPDATED: February 2020

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
TEACHING RESPONSIBILITIES
<ul style="list-style-type: none">Plan, prepare, teach and assess as required by your line managerDevelop resources for the course/subject including maintaining effective links across College for resourcesDeliver enrichment and enhancement activities including accompanying students on external visitsBe up to date in teaching and your subject area
STUDENT RESPONSIBILITIES
<ul style="list-style-type: none">Manage the behaviour and discipline of students including attendance to lessons
CURRICULUM DEVELOPMENT
<ul style="list-style-type: none">Engage in Curriculum development activities, individually and as a team to develop and improve the curriculum
QUALITY
<ul style="list-style-type: none">Be actively involved in the College's continuous improvement cultureParticipate in standardisation and moderation as required
ADMINISTRATION
<ul style="list-style-type: none">Maintain comprehensive, up to date, course/subject records
ROLE SPECIFIC
<ul style="list-style-type: none">Contribute to subject-specific support for students in EnglishWork as a team with other staff in English
COLLEGE RESPONSIBILITIES
<ul style="list-style-type: none">Participate in Performance Management and professional development activities as requiredValue diversity and promote equal opportunitiesWork within health and safety guidelines and be aware of your responsibilities for health and safetyAdhere to College policies and procedures, including data protectionShare in the corporate responsibilities for the wellbeing and discipline of all students according to college guidelinesBe responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults

Runshaw Vacancies

PERSON SPECIFICATION

Teacher in English (0.8) (2 posts) – Ref 200270

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9 - C /4 or equivalent	E	Application form/Interview
Certificate in Education, PGCE or equivalent	E	Application form
Degree in English or with substantial English content	E	Application form
A willingness to undertake appropriate Continuing Professional Development	E	Application form/Interview
TRAINING, EXPERIENCE AND KNOWLEDGE		
Successful experience of teaching A Level English and/or GCSE English Language	E	Application form, Interview and Lesson Observation
Successful experience of teaching A Level English Language	D	Application form, Interview and Lesson Observation
Demonstrate a student centred approach to teaching	E	Application form/Lesson Observation
PERSONAL SKILLS AND ATTITUDES		
Display initiative, be positive and friendly	E	Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	E	Interview
Display energy and enthusiasm	E	Interview
Possess excellent communication skills	E	Interview
Possess high standards and be conscientious	E	Interview
Be a team player	E	Interview
Demonstrate a commitment to the process of continuous review and improvement	E	Interview
Suitable to work with children, young people and vulnerable adults	E	Interview/ Employment Checks

Runshaw Vacancies

SUMMARY OF MAIN TERMS AND CONDITIONS **TEACHER**

SALARY	Up to £25,644 p.a. (FTE £32,056 p.a) dependent upon qualifications and competencies
WORKING HOURS	You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 29.6 hours per week. One post is temporary until January 2021 to cover maternity leave
PENSION SCHEME	You are entitled to join the Teachers' Pension Scheme. Further details are available at www.teacherspensions.co.uk
HOLIDAYS	Your holiday entitlement is similar to 6th Form Colleges.
SAFEGUARDING	<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.</p> <p>Visit www.gov.uk/government/publications/dbb-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk.</p>
PAYMENT	Your salary will be paid on the last working day of each month by BACS transfer.
SMOKING	Smoking is not permitted on College premises except in designated smoking areas.
HEALTH	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.
PROBATION PERIOD	This post is subject to the successful completion of a 12 month probation period.
NOTICE	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.
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is midday Friday 6th March 2020.

One post is temporary until January 2021 to cover maternity leave

Approved: *Robert Jones*

Date: Feb 2020