

April 2017

Dear Applicant,

Thank you for your interest in the post of **Full-Time Teacher of Business Studies.**

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

- Information about the subject department
- Job Description
- Person Specification
- Summary of Terms and Conditions for Teaching Staff
- Teachers' pay scale

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 Personnel Services – [personnel@godalming.ac.uk](mailto:personnel@godalming.ac.uk) or telephone 01483 411293.

The closing date for receipt of applications is **9am on Tuesday 2<sup>nd</sup> May 2017.**

#### **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**

You may return your application form either by post or 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 **8th May**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact Personnel Services if you would like to enquire about the progress of your application. **We plan to hold interviews on 11<sup>th</sup> May and will notify short-listed candidates as soon as we can after the closing date.**

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

### Teacher of Business Studies

The College is eager to appoint a full time permanent teacher of Business Studies to assist with delivery of Level 2 & 3 Business Studies comprising of GCSE, BTEC, AS and Linear A Level. The college has an outstanding record in the delivery of such programmes. The successful candidate may be offered the opportunity to teach AS Economics.

### The Business Studies Department

- The department has an excellent record of outstanding student achievement, high quality provision and innovative curriculum development. Business was awarded a grade 1 in the last Ofsted inspection and in recent self-assessment reviews.
- The department is based in the new teaching block, and all rooms have excellent access to IT facilities, both for staff and students.
- The department offers a wide range of courses to meet individual student need at both levels 2 and 3.
- The department has a strong team ethos, sharing resources and the teaching of groups

### Departmental Profile

CURRENT STAFF	<ul style="list-style-type: none"> <li>• Anne Lomas (Head of Department)</li> <li>• Ailsa Waters (Deputy Head of Department)</li> <li>• Beverley Whitlock (Director of Faculty)</li> <li>• Jasjeet Gill</li> <li>• Beck Needham</li> <li>• Tracey Bell</li> <li>• Jane Scott (Senior Tutor)</li> <li>• Sophie Bowerbank</li> </ul>
COURSES	<ul style="list-style-type: none"> <li>• GCE AS/A Business Studies (WJEC/Eduqas)</li> <li>• BTEC Extended Certificate and Diploma in Business (NQF)</li> <li>• GCSE Double Applied in Business (OCR)</li> </ul>
EXAMINATION 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:</li> <li>• <a href="http://www.godalming.ac.uk">www.godalming.ac.uk</a></li> </ul>

## Job Description – Subject Teacher

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

**THE COLLEGE**

Godalming College is one of the best performing sixth form colleges in the country and a great place to study and work. In each of the last five years the College has achieved at least a 99% pass rate and a 60% A\*-B grade rate at A level. Value added scores are excellent and the College is rated Outstanding in all areas by Ofsted. Recently published statistical evidence shows how Godalming College students outperform other organisations in both the state and independent sector using indicators such as average point score and university progress.

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. It is guaranteed that students will enjoy a stimulating, lively and challenging learning and social experience; they will be treated as adults by specialist and dedicated teaching staff in facilities that have seen major investment over many years. We have recently 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 plus Fringe Allowance. The Corporation 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 as outlined in the College's Staffing and Remuneration Policy.

**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.

**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/>

**CHILDCARE VOUCHER SCHEME**

The College offers employees the facility to participate in a Childcare Voucher Scheme. This is a benefit which is provided through a "salary-sacrifice" arrangement, normally for the duration of the academic year.

**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 categories of staff.

**OTHER INFORMATION**

The College is within walking distance of Godalming Town Centre and the Railway station which serves the main London-Portsmouth line (South West Trains). 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. An indoor sports facility, including a 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 September 2016

### SFCA National Spine (Main Scale)

<b>NSP1</b>	<b>£22,936</b>
<b>NSP2</b>	<b>£24,457</b>
<b>NSP3</b>	<b>£26,082</b>
<b>NSP4</b>	<b>£27,814</b>
<b>NSP5</b>	<b>£29,662</b>
<b>NSP6</b>	<b>£31,632</b>
<b>NSP7</b>	<b>£33,734</b>
<b>NSP8</b>	<b>£35,975</b>
<b>NSP9</b>	<b>£38,364</b>

### Godalming College Single Leadership Spine

<b>A</b>	<b>L1</b>	<b>£38,874</b>
	<b>L2</b>	<b>£39,534</b>
	<b>L3</b>	<b>£40,207</b>
<b>B</b>	<b>L4</b>	<b>£40,890</b>
	<b>L5</b>	<b>£41,586</b>
	<b>L6</b>	<b>£42,293</b>
<b>C</b>	<b>L7</b>	<b>£43,012</b>
	<b>L8</b>	<b>£43,743</b>
	<b>L9</b>	<b>£44,486</b>
<b>D</b>	<b>L10</b>	<b>£45,243</b>
	<b>L11</b>	<b>£46,012</b>
	<b>L12</b>	<b>£46,794</b>
<b>E</b>	<b>L13</b>	<b>£47,589</b>
	<b>L14</b>	<b>£48,398</b>
	<b>L15</b>	<b>£49,221</b>
	<b>L16</b>	<b>£50,058</b>
	<b>L17</b>	<b>£50,909</b>
	<b>L18</b>	<b>£51,775</b>
	<b>L19</b>	<b>£52,654</b>
	<b>L20</b>	<b>£53,549</b>
	<b>L21</b>	<b>£54,460</b>

Plus Fringe Allowance £994

### Godalming College Responsibility Allowances

<b>R1</b>	<b>£510</b>
<b>R2</b>	<b>£1,171</b>
<b>R3</b>	<b>£1,843</b>
<b>R4</b>	<b>£2,526</b>
<b>R5</b>	<b>£3,222</b>

R1 = L1 less NSP9, R2 = L2 less NSP9 etc