



Teacher of Business Studies

Maternity cover, one term in first instance
(Full-Time)

Application Pack





Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of 1400 students serving the Borough of Woking, but drawing students from 64 different schools. Our very successful strategic focus has, for many years, been to facilitate the very best quality of teaching and learning for our students. We are inclusive and non-selective and we are fully committed to continuing this successful strategy which has resulted in the doubling of the student population in recent years.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning environment of which we all are very proud. Despite ever increasing competition, and against the backdrop of funding pressures across the sector, the College continues to thrive. The College has benefited hugely from an impressive transformation of its estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, of which I am the Chair, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances of our students.

We very much look forward to receiving your application.

Brett Freeman
Principal



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointed staff will be subject to Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities

The Role

The College requires an inspiring and enthusiastic Teacher of Business Studies to teach BTEC to Level 2 and Level 3 and provide continuity for our students for this maternity leave cover during the autumn term 2019. We are looking for a full-time member of staff with a passion for business to join this friendly department in our successful and growing College.

Applications from Teachers in Schools and Sixth Form College sectors are welcome. A full mentoring programme is organised to introduce all new staff to sixth form college systems and procedures and to support and encourage professional development.

We are looking for an exceptional candidate. We expect high performance from all our staff, and are looking for an impressive individual to inspire College students. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Start Date: Required for September 2019 – for one term in the first instance

Salary: Up to £39,329 plus £1,019 fringe allowance per annum, depending on experience

The Department

The Business Department is a vibrant and highly successful area of the College. Student recruitment numbers have grown rapidly over the last few years now incorporates almost half of the College. The department hosts a range of extra-curricular activities which have included trips to Thorpe Park, Disneyland Paris and Barcelona as well as visits to universities and Young Enterprise. The department has also enjoyed success in a number of external competitions including Bank of England Target 2.0, the Stock Market Challenge held by Reading University and the Marketing Challenge held by Surrey County Council.

As a direct result of the growth in student numbers, the department was split into two separate areas for A Level courses and Vocational courses. Our students value the support the department offers including regular study support workshops, the Easter revision conference and the personalised support and target setting.

A significant number of our students go on to study business-related courses at university and return to the college to keep in touch with us as well as providing guidance and support to students aspiring to higher education.



Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

- We are an open access, caring and inclusive community
- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere
- On-site parking
- College gym available for staff use, yoga classes, staff football
- Staff association: regular social events
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): kcr@woking.ac.uk or contact Kirsty on 01483 227438 (direct) or via the College Reception on 01483 761036.

Applications will be considered upon receipt

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints. The interview process will comprise of the following:

- a guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Observed lesson
- Informal meet with department members
- Task

The College encourages all candidates to be familiar with Section 1 of the DfE paper on “Keeping Children Safe in Education” September 2018 and the College's Safeguarding and Child Protection Policy. Both documents can be accessed using the following links:

- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/737606/Keeping_children_safe_in_education_part_1_Sept_2018.pdf
- <http://www.woking.ac.uk/about/policies/>

In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants, which can be found on the Staff Vacancies page of the College's website or via the following link:

- <https://www.woking.ac.uk/about/staff-vacancies/>



Job Description

Post Title: Teacher - Maternity cover (Full-Time)

Responsible: Head of Department

Job Purpose: Teaching and developing within Curriculum Area(s) in the College

Job Responsibilities

1. To work with those teaching within the Department to create an environment in which the aims of the Department, Curriculum and College can be achieved.
2. To attend regularly meetings of the Department and, when requested, the Curriculum Area, to enable issues relating to the Department, Curriculum Area and College to be discussed.
3. To assist in the provision of appropriate courses and the promotion of activities to provide for and support the learning needs of students within the Department.
4. To fulfil one's own responsibilities as a teaching member of the Department, in accordance with the quality standards of the Department.
5. To promote:
 - i) the Department's contribution to the cross-curricular work in the College
 - ii) the opportunities offered by the Department to students not taking an examination course.
 - iii) the use of ICT in the classroom teaching and learning.
6. To work to improve one's professional performance by taking advantage of the department's opportunities to develop skills and broaden experience and participating in the College's appraisal arrangements.
7. To assist in managing effectively and efficiently the physical resources of the Department. In particular, to:
 - i) consider the use of accommodation and to make recommendations to the Head of Department for its continued and improved use
 - ii) suggest suitable items for departmental expenditure
 - iii) observe the College's health and safety policies and encourage safe working practices.
8. To assist in the arrangements within the Department for the induction of students and monitoring progress, offering guidance to students where necessary and liaising with parents where appropriate.
9. If required, to be a personal tutor, and subject to timetabling, to meet the responsibilities defined by the College for personal tutors and be answerable in that context to the Principal.
10. To assist in the arrangements made for students to receive advice on courses in Higher Education and Career opportunities related to, or progressing from those in the Department, ensuring that references are produced when requested.
11. To assist in the setting up and organisation of College examinations in the subjects covered by the Department and assisting, where necessary, the Examinations Officer in the supervision of public examinations.

12. To ensure that departmental records are kept up to date. To share in the recording and analysis of internal examinations, Alps and external examination results and, with the Head of Department, take whatever action is necessary to sustain and improve performance by students.
13. When necessary and appropriate, to represent the Department at meetings and to publicise the work of the Department at the various events in the College and its partner schools.
14. To act at all times in accordance with the College's Equality & Diversity policies.
15. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.
16. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
17. To take part in the training programmes provided by the College and agree to the process of professional reviews.
18. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

Teacher of Business Studies – Maternity cover (Full-time)

The person appointed will be expected to have:

- An understanding and support for the ethos of the College.
- The ability to teach Business up to BTEC Level 2 and Level 3.
- A commitment to the principle of continuous improvement and an empathy with the College's aim of providing quality education in a supportive environment.
- Suitable qualifications – educated to degree level in appropriate subject.
- Experience of working with or the ability to work flexibly within a department or teaching team.
- Interpersonal, organisational and IT skills.
- An awareness of the need for personal development, both as a member of a team and as an individual.

The following are desirable for this role:

- A sound knowledge of the 16 - 19 curriculum, and an awareness of the needs of students in this age range.
- Qualified teacher status. Applicants who do not have a teaching qualification must be willing to embark on a training course leading to a teaching qualification whilst with us.
- Ability to mark and assess written work with examination board criteria.