

## Chichester College Group

Worthing College

Ref: HR/WC

### Teacher of Economics and Business

Pro Rata of £20,878 - £36,650 per annum (i.e. £8,351 -£14,660)

14.8 hours, working 52 weeks.

An opportunity has arisen to join the Business, Economics and Finance team. The Business Department offers A Levels and vocational qualification in Business, Economics and Finance. The wide range of courses on offer caters for the growing employment and educational needs of the local and wider community. The Business team work very closely together and the successful applicant would be expected to work as an enthusiastic team member to meet and exceed objectives.

The successful applicant will be teaching Economics and Business on our A Level and vocational provision.

Education to degree level in a relevant subject is essential along with teaching experience in Business and/or Economics.

The working pattern for this role will be discussed at interview

**Closing date: 22 May 2019**

**Interview date: TBC**

To apply, visit <https://www.worthing.ac.uk/staff-vacancies>  
or call Human Resources on 01903 275755 ext 424/422

'All posts are subject to an enhanced Disclosure and Barring Service check, which may include a check of the barred lists and any relevant overseas checks.'

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the role.

We are an equal opportunities employer.

### Teacher of Economics and Business

Team: Business, Economics and Finance

Reports to: Head of Learning

Location: Worthing College

The Business Department offers A Levels and vocational qualification in Business, Economics and Finance. The wide range of courses on offer caters for the growing employment and educational needs of the local and wider community. The Business team work very closely together and the successful applicant would be expected to work as an enthusiastic team member to meet and exceed objectives.

#### Job Purpose

- To undertake teaching activities in the curriculum area, ensuring a high quality of provision, in response to learners' needs.
- To work collaboratively and innovatively with managers and colleagues to design, develop, manage and review programmes in the curriculum area.
- To ensure that student needs are met in a responsive way, in line with the concept of inclusive learning.

#### Key Responsibilities

- To undertake teaching and learning related activities, including tutoring, as agreed.
- To ensure that appropriate learning materials are prepared and assessments and assignments are undertaken in a timely manner.
- To undertake administration and provide reports and statistics regarding student and teaching matters.
- To take an active role in the achievement of high individual student retention and success rates, meeting or surpassing the relevant targets for each.
- To develop curricula and learning activities, taking into consideration literacy and numeracy development, and equality and diversity.
- To understand personal responsibilities in relation to Safeguarding.
- Keep up-to-date with current issues, changes, and policies relating to the educational sector.
- To participate in marketing activities and promote the College for the purpose of gaining sponsorship, advertising, good public relations and increased recruitment.
- To undertake the delivery of literacy and numeracy

### Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	How Assessed
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Qualifications		
Education to degree level in relevant subject	Essential	Application Form/ Certificates / Assessment
Level 2 literacy and numeracy	Essential	
Relevant Higher degree/professional qualifications	Desirable	
Assessor or Verifier units	Desirable	
A Certificate in Education or Post Graduate Certificate in Education	Desirable	

Experience		
Teaching Cambridge Technical Business or equivalent	Essential	Application Form/ Interview/ Mini Lesson
Teaching A Level Business	Desirable	
Curriculum delivery and associated administration	Desirable	
Managing diverse groups of students	Desirable	
Working within Further Education	Desirable	

Knowledge		
An up to date interest in Business and Economics.	Essential	Application Form/ Interview/ Mini Lesson
Microsoft Office applications	Essential	
An understanding of safeguarding vulnerable groups	Essential	
Application of digital technology to learning	Desirable	
Understanding of virtual learning environments and on-line learning	Desirable	
Health and safety legislation	Desirable	
Equality Act 2010	Desirable	

Skills and Abilities		
Time management skills, organisational skills and the ability to meet targets and deadlines	Essential	Application Form/ Interview/ Mini Lesson
Ability to work alone and as part of a team with interpersonal skills	Essential	
Ability to manage challenging behaviour	Essential	
Ability to communicate effectively with a diverse range of people at all levels, verbally and in writing	Essential	
Ability to solve problems and make decisions	Essential	

Attributes		
Flexible in approach	Essential	Interview
Innovative and creative in meeting the needs of learners	Essential	
Committed to student support	Essential	

Other Requirements		
To obtain an appropriate teaching qualification as defined by the Corporation	Essential	Interview/Checks and Clearances
To undertake continuing professional development	Essential	
Evening and weekend work as required	Essential	
To obtain ATLS or QTLS as required	Essential	
Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	

Any appointment is subject to the Corporation's terms and conditions of service.

**Working hours per week:** 14.8

**Working weeks per year:** 52

**Salary range:** Pro rata of £20,878 - £36,650 per annum (i.e. £8,351 -£14,660)

**Salary progression:** Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.

**Holiday entitlement:** The annual leave year runs from 1 January to 31 December. 109.5 hours per annum plus 23.7 hours for bank holidays. In addition, the days between Christmas and New Year are not deducted from your leave entitlement.

**Holiday restrictions:** Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.

**Pension scheme:** Full time, fractional and variable hours staff will automatically enter into the Teachers' Pension scheme, unless they opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual salary and the guidelines given by Teachers' Pension. Alternatively the employee may opt out within the first 90 days of employment.

## How to apply



### How to apply

#### INTERNAL CANDIDATES

Please complete a personal statement indicating how well your experience, skills, abilities, knowledge and values meet the criteria of the person / post specification. Please address each of these clearly in your application. Please ensure this statement is no more than two sides of A4 paper.

#### Disability

If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the college. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.

#### References

All internal applicants for vacancies must ensure they provide a reference from their line manager. Please use the pro forma on the Worthing College staff intranet (Sharepoint) under '*document libraries/human resources/current vacancies*'. Your line manager must complete the form and it must be received by Human Resources by the deadline shown below.

**Your personal statement and reference must be sent to Human Resources and received no later than 22 May 2019.**

*For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.*

Human Resources  
**May 2019**

### **EXTERNAL CANDIDATES**

#### **COMPLETING YOUR APPLICATION FORM**

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae) as we will not consider it.** It is vital that you fill in the form as fully and accurately as possible. We will pay particular attention to how well your experience and skills fit the criteria of the Person Specification. You should, therefore, make clear how you match these criteria.

Please download and complete the application form electronically via the link on the jobs page on our website ([www.worthing.ac.uk](http://www.worthing.ac.uk)), wherever possible.

Alternatively you may download the form in Microsoft Word or request a hard copy from the Human Resources Team. Please use black ink, as other colours do not photocopy well and make sure that what you write is clear and legible. If you need more space in any section of the application form, use extra sheets of paper and put your name at the top of each sheet.

#### **INFORMATION FOR AGENCIES**

It is our policy to recruit candidates directly from advertisement through our college website and the press, to ensure equality of opportunity.

We will not accept applications via recruitment agencies.

#### **EQUAL OPPORTUNITIES MONITORING**

The college is working to improve its equal opportunities provision. You are asked to complete these sections of the application form (although you are not obliged to do so) which asks for details of gender, age, disability and ethnic origin. It helps us to monitor our progress on achieving equal opportunities and helps us to identify any gaps or inconsistencies so that we can correct them. This information is not seen by shortlisting or interview panels.

#### **Disability**

If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the college. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.

#### **WHERE TO SEND YOUR APPLICATION**

It is your responsibility to ensure your application reaches the college by **22 May 2019**. Applications received after this date will not be considered. If you are posting your application please address it for the attention of the Human Resources Team, Worthing College, 1 Sanditon Way, Worthing, West Sussex, BN14 9FD.

(Tel: 01903 275755 Ext 424 /422) Email: [humanresources@worthing.ac.uk](mailto:humanresources@worthing.ac.uk)).



## How to apply



### What Next?

If you are shortlisted for interview we will normally contact you by telephone and send you written confirmation. Interview dates will be notified to successful applicants shortly after the application deadline.

*For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.*

If you are not shortlisted for interview, we regret that due to the rising cost of recruitment and our efforts to prioritise funds towards education, it is not possible to write to unsuccessful applicants. If you have not received a reply within 5 weeks of the published closing date you should assume that you have been unsuccessful in your application. We hope this will not deter you from applying for subsequent posts which may be of interest. Please also note, the college is unable to provide interview feedback to unsuccessful candidates.

***Human Resources***  
**May 2019**