



KING GEORGE V **SIXTH FORM COLLEGE**

JOB DESCRIPTION & PERSON SPECIFICATION

Business Teacher

Ref: KGVT08-123



Appointment

The College has recently merged with the local Southport FE College which lies approximately 2 miles away in the town centre. The merger is an exciting prospect for the College and is seen as an opportunity for both Colleges' to expand and grow, both in student numbers and in the breadth of curriculum offered. The merger will provide a substantial provision to suit the needs of all learners in Southport and its surrounding areas. The vision is that the two sites will maintain their individual identity, Southport College will remain focused on Vocational, Apprenticeships and HE, whilst KGV will provide the A Level provision.

At KGV we offer Edexcel A level Business and BTEC Level 3 Subsidiary Diploma Business to advanced level students. We are seeking to appoint a well-qualified, highly motivated, and innovative lecturer committed to enhancing our students' achievement and experience in A level Business & BTEC Business at King George V College. The successful candidate will play a full role in sustaining and building on the high achievement of A level and BTEC Level 3 Business at KGV. You will ideally have a good honours degree (or equivalent) and teaching qualification, have experience of teaching students of 16-19 years at Level 3, and be committed to our students, your subject and the teaching profession. We are, however, willing to consider candidates with other relevant qualifications and experience in education.

Business is a popular and demanding subject for students, who can expect a high level of challenge in a subject that develops them for work or university life. It is a subject which we wish to continue to grow and develop and we are looking for a teacher with the knowledge, passion and drive to take it forward.

The successful applicant will be dynamic, innovative and enthusiastic and will bring a fresh approach to teaching and learning that will revitalise the experience for all students.

This is an opportunity for you to make your mark and ensure excellent teaching and learning, helping us realise our potential to be the outstanding College of the future.

Duties And Responsibilities – Teaching

- To plan and prepare courses and lessons in the context of the subject's scheme of work to ensure all students are provided with every opportunity to realise their potential and achieve their aspirations and goals
- To teach, set and mark work appropriate to the needs of students to enable them to achieve the highest possible standards in their agreed learning programme
- To keep abreast of developments in the relevant subject(s)
- To assess, record and report the attendance, progress and attainment of individual students through subject and College reviews, parents' evenings and progress meetings and references
- To liaise with other members of staff as relevant, eg, Head of Department and Subject Area Managers, Teachers, Progress staff, Learning Support staff and Careers staff
- To liaise with the College exam team to ensure accurate and timely entries for exams and coursework submissions
- To ensure students have access to appropriate enrichment to facilitate their progression, for example, access to trips and visits, enrichment activities and/or other certificated provision, work experience, guest speakers
- To attend and contribute to Staff/Subject Meetings/Open Evenings as appropriate
- To share in and support the discipline, progress and wellbeing of individual students in line with College procedures
- To encourage full attendance, managing the behaviour and discipline of students in your classes
- To provide guidance and advice to students on relevant subject matters as appropriate
- To liaise with Parents, Subject Area Managers, Progress staff and other relevant College personnel as appropriate
- To assist with career development as appropriate including providing information and subject specific references for UCAS and job applications
- To monitor and encourage the involvement of students in a wide variety of extension and enrichment activities
- To be actively involved in the College's continuous development programme ensuring personal progress and growth

- To participate in the College Quality Programme
- To ensure subject provision and resources meet all relevant Health and Safety requirements, being aware of your Health and Safety responsibilities and ensure completion of Health & Safety training as and when required as laid out in the College Health and Safety Policy
- To ensure subject provision and resources meet all relevant Safeguarding and Prevent requirements, being responsible for Safeguarding and Prevent and promoting the health and welfare of all College students as laid out in the College Safeguarding & Prevent Policy
- To contribute to the overall College Marketing provision
- To act in accordance with all agreed College policies and procedures
- To undertake any such other duties as may reasonably be required

The job description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job activity or responsibility in detail. All College employees are expected to work flexibly to ensure that responsibilities are fulfilled efficiently and effectively according to the needs of the College and its students.

Job descriptions are subject to change because of the changing environment in which the College operates

Personal Specification

The successful candidate will be the one with professional and personal qualities correlating most closely with the following profile:

Description	Essential	Desirable	Assessment Method
<u>Qualifications</u>			
A relevant degree or equivalent professional qualification	E		Application Form/Certificate(s)
Level 2 qualification or equivalent in Numeracy and Literacy (or willingness to undertake and achieve within 2 years).	E		Application Form/Certificate(s)
A recognised teaching qualification	E		Application Form/Certificate(s)
Possession of a post graduate qualification in related subject		D	Application Form/Certificate(s)
<u>Experience</u>			
Previous relevant teaching experience on Level 3 Business courses.	E		Application Form/ Interview Assessment
Previous relevant teaching experience on A level Business courses.		D	
Evidence of success achievement student learning including positive value added scores		D	Application Form/Interview Assessment
Relevant work industrial or commercial experience (as appropriate)		D	Application Form/Interview Assessment
Evidence of high standards of classroom practice	E		Interview/Reference
Possession of relevant knowledge and expertise in Technology Enhanced Learning (ILT).		D	
<u>Personal</u>			
Enthusiastic and innovative teacher with sound knowledge of current trends in Teaching and Learning	E		Interview/Assessment /Reference
Ability to lead &/or work in a subject area and cross college team	E		Interview/Reference
Sound communication skills	E		Interview/Reference
Be highly motivated and driven being able to contribute actively and effectively to the success of your subject and the College	E		Interview/Reference

Be prepared to undertake staff development	E		Interview/Reference
Positive, flexible and adaptable approach	E		Interview/Reference
Description	Essential	Desirable	Assessment Method
Willingness to commit to adhering to KGV Policies and Procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E		Interview

Summary of the Terms and Conditions of Employment*

Salary: £24,006.00 to £29,928.00 per annum

The post is offered on the Southport College contract for newly appointed lecturers. This consists of a normal working week of 35 hours, comprising duties consistent with the position of lecturer, and a holiday entitlement of 40 days plus Bank Holidays. In addition there are a possible 3 extra days holiday awarded at the discretion of the College for efficiency purposes.

The postholder will be eligible to contribute automatically to the Teachers' Pension Scheme (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB), may be requested in the event of a successful application to this post.

Deadline for the receipt of applications: Friday 28th September 2018

Interviews to be held: Within one month of the closing date.

Application Procedure

The application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned by the above closing date to:

**The Personnel Department
King George V College
Scarisbrick New Road
Southport
PR8 6LR**

or alternatively via e-mail to jobs@kgv.ac.uk

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.