

**DEPARTMENT OF IT AND COMPUTING**

In A Level Computer Science, success rates are 100% with High Grades at 39%, well above Sixth Form College and National average. In BTEC IT, success rates are also 100% across all courses with 70% of students achieving Distinction\* or Distinction in their overall qualification.

Staff in the department have a strong commitment to student centred learning where applicable and the successful candidate will be expected to continue in this tradition. All classes are of mixed ability and an enquiry-based approach to learning is encouraged. Staff are expected to be friendly and approachable and to value each student as an important individual. The staff in the department always offer positive encouragement where possible and provide an enjoyable yet serious approach to work.

The staff work closely together and see being part of a team as important. There are regular section meetings, all staff contribute to a common bank of prepared material and opportunities for staff development and training are excellent.

**Resources**

The Department has 2 computer classrooms each with 24 computers plus teaching machines, an additional 15 station computer room for student study and an office.  Specialist software available includes Visual Studio, Adobe Creative Suite, Blender and Thonny. The department currently subscribes to web-based resources PGOnline, Craig ‘n’ Dave, KnowItAllNinja and ActiveLearn. Moodle and Microsoft Teams are used extensively as a student resource across all courses and for uploading and for tracking students’ work. The Learning Resource Centre is well stocked with Computer Science and IT books and study aids.

**Computing and IT Courses**

Our suite of courses caters for students hoping to study computer related subjects as part of a broader programme, (usually with the goal of higher education in mind), and those who have opted for a more vocational route. Currently our courses include:

A Level Computer Science (OCR) 3 sets Year 1

2 sets Year 2

BTEC Level 3 RQF Information Technology (EdExcel)

* Certificate 1 set
* Extended Certificate 1 set
* National Diploma 1 set Year 1

1 set Year 2

Students are encouraged to develop their skills within industry with many students completing relevant work experience at local software development companies.

Students benefit from varied enrichment opportunities which have recently included

* a visit to local software development company Phixos to learn about developing safety critical software systems used in commercial and military flight systems.
* an insight into the world of Cyber Security from secure software experts at Boswell Ltd.
* a visit to the National Museum of Computing at Bletchley Park, once the top-secret home of the World War Two Codebreakers where Alan Turing created the first computer.
* the CyberClub enrichment program - an extracurricular club for students keen to work in the Cyber Security industry to engage with safe, challenging, problem solving activities provided by GCHQ.

Our students are successful in gaining university places to study Computer Science, IT and related subjects. Others have used the relationships forged with local companies such as Phixos, Sanctuary Housing and Resource Group and DRP Group to secure Higher Apprenticeships, enabling them to continue with their studies whilst also gaining hands on experience in industry.

| 1 small  **CONDITIONS OF EMPLOYMENT** | |
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| **General Conditions** | Conditions of employment for teaching staff are as agreed between the Sixth Form Colleges Association and staff representatives at national and local level. Pay and conditions for teachers are similar to, but not the same as, those for school teachers. |
| **Start Date** | 31st August 2021 |
| **Status** | Permanent full-time post in the College’s teaching staff structure |
| **Teachers’**  **Salary** | The salary structure consists of a 9 point main scale. Appointment will be to the individual’s relevant point on the Main Scale. Further details are enclosed. Annual pay progression, where relevant, will be directly linked to acceptable appraisal outcomes via the colleges’ annual appraisal process. |
| **Hours of Work** | Full time consists of 5.5 blocks (22 lessons) of teaching per week and 1265 directed hours per annum worked over 195 days of which 190 are teaching days with a commitment of 23.83 hours per week contact time. The College day for daytime students starts at 8.50am and ends at 4.10pm. |
| **Pensions** | There is automatic entry to the Teachers’ Pensions Scheme. Employee contributions are tiered and based on actual part-time earnings and employer contributions are 16.48%. Further details can be found at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) |
| **Induction** | There is a programme of support for all staff new to the College. Statutory induction for Newly Qualified Teachers (NQTs) is fully applicable to those starting their careers in sixth form colleges and the College works with a recognised validation scheme to accredit NQT status. |
| **Holidays** | Details of holiday periods will be made available to you.  The College year is similar to the Local Authority’s academic year with some variations. |
| **Child Protection/**  **Safeguarding** | The College and all its personnel are committed to safeguarding and promoting the welfare of children, young persons and vulnerable adults. This position is subject to an Enhanced Disclosure and Barring Service (DBS) check.  Where you have lived overseas in the last 5 years the College is required to evidence an overseas check in addition to the DBS check. Please refer to <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> for further information as to how you can apply for a ‘certificate of good character’ if you are appointed. Where there is a charge applicants will be required to pay for this themselves. |
| **Equality and Diversity** | The College is an equal opportunities employer and staff, students, volunteers and workers are expected to respect the principles of open access and opportunity for all regardless of age, disability, gender identity, marital status, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Applications from members of the ethnic minorities would be particularly welcome as they are currently under represented in our workforce. |
| **Disability** | Where a disabled candidate is placed at a substantial disadvantage in comparison to a non-disabled applicant consideration will be given to any reasonable adjustments required to enable them to do the job after an offer of employment has been made.  Personnel will discuss any reasonable adjustments required for the recruitment process with candidates shortlisted for interview. The selection process for this position will include a teaching activity. |



**Sixth Form Colleges: Salary Structure for Teaching Staff from (1st May 2021)**

**Pay Spine Point**

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| --- | --- | --- |
| NSP1 | £25,570 |  |
| NSP2 | £27,264 |  |
| NSP3 | £29,076 |  |
| NSP4 | £31,008 |  |
| NSP5 | £33,068 |  |
| NSP6 | £35,263 |  |
| NSP7 | £36,696 |  |
| NSP8 | £39,133 |  |
| NSP9 | £41,732 |  |



**JOB DESCRIPTION**

It must be recognised that this job description is likely to change as the circumstances of the College change and the post holder must recognise and actively adapt to these changes as they affect the job described.

**JOB TITLE:** Teacher

**JOB PURPOSE:** To teach students according to the College timetable so as to ensure excellent success rates and Value Added

**RESPONSIBLE TO:** Head of Department

**MAJOR TASKS**

1. To know and understand the aims and objectives of the College and the department, the relevant examination syllabus or specification and the schemes of work for each of the courses taught.

2. To contribute to the policy-making process of the department and the College through staff, department or other meetings.

3. To gather and record information about the experience and entry qualifications of students following the courses taught.

4. To record the issue of books and other College equipment to students at the start of the course and to collect them in as necessary.

5. To prepare appropriate materials and activities to ensure high-quality learning opportunities for all students following the courses taught and to teach in a way designed to motivate the students.

6. To complete a register of attendance at all lessons taught and to contact tutors or Heads of Year as appropriate.

7. To set and mark work on a regular basis in accordance with the College and department assessment policy.

8. To give students an opportunity to review their work on a regular basis, and to discuss their progress with them.

9. To keep a record of students' progress and marks in all assessed work, and to write reports to parents and for other staff as the need arises.

10. To produce marks and other information for examination boards as necessary, and confirm the entry of students for public examinations.

11. To attend Parents' Evenings and inform parents of the progress and prospects of their sons/daughters.

12. To be informed about progression from the courses being taught and to advise students about the opportunities which are available to them on completion of the course, or to refer them to other sources of information.

13. To review all aspects of the teaching role, especially teaching strategies used.

14. To contribute to all appropriate Quality Assurance processes.

15. To contribute as appropriate to the presentation of the department at Open Events and other similar functions.

16. To maintain teaching rooms used in as attractive a state as possible and to report any defects in fabric or equipment to the appropriate Head of Department or Health and Safety Officer.

17. To refer to the Head of Department, tutor or Head of Year any student who causes particular concern.

**GENERAL RESPONSIBILITIES**

1. To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.

2. To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.

3. To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.

4. To comply with all other College policies and procedures.

5. To undertake continuing professional development

6. To undertake any other duties commensurate with this post as the Principal may from time to time decide.

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**PERSON SPECIFICATION**

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**JOB TITLE: Teacher of IT & Computing**

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| **Requirements** | **Essential/Desirable** | **Assessment methods** |
| **Education / training** | **Essential**  A degree or equivalent academic qualification in a relevant subject  A Level 5 teaching qualification eg PGCE, DTLLS | A, Q |
| **Knowledge/ Experience** | **Essential**  A good knowledge of, and preferably successful experience in, the relevant subject matter  Successful professional training or commitment to the process  Excellent teaching skills and successful classroom management  A record of good success rates and value added or evidence of skills and knowledge likely to promote these | A, R, I, T  A, R, I  A, R, I, T  A, R, I  A, R, I  A, R, I |
| **Desirable**  Successful experience in remote learning, preferably through using Microsoft Teams  A good knowledge and understanding of programming in C# |
| **Skills/**  **Aptitudes** | **Essential**  Ability to relate to and an interest in the welfare, growth and development of 16-19 year old students.  Ability to support students/respond to parents through fluent and accurately spoken English  Ability to work successfully with others individually and as part of a team  Consistent approach to dealing with staff and students  Commitment to the use of ICT to enhance learning | R, I, T  R, I, T  R, I, T  R, I, T  R, I, T |
| **Other factors** | **Essential**  Demonstration of effort and commitment  A reflective approach to teaching & learning  Ability to carry out administration effectively  Willingness to take full part in extra-curricular activities including trips and visits  Initiative, drive and enthusiasm  A willingness to actively promote equality and accept and value individual differences. | R, I  A, R, I  A, I  A,I  A, R, I  R, I |

**Key:** A = Application form, R = Reference, I = Interview, T = Teaching activity/discussion

Q = Qualification evidence

When shortlisting the panel will seek evidence of the criteria above. In exceptional circumstances, where there is evidence to demonstrate that the candidate has very strong potential or relevant overall experience, this might compensate for the inability to demonstrate a single essential criterion. In such circumstances the panel has the discretion to shortlist a candidate.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of young people including: motivation to work with them, ability to form and maintain appropriate boundaries and emotional resilience when dealing with issues of student discipline.

If candidates are shortlisted any relevant issues arising from references will be taken up at interview