November 2017

Dear Applicant

**Re: Teacher of Applied Science 0.4FTE (Fixed-term to July 2018 in the first instance)**

I am delighted to provide an application pack for the post of Teacher of Applied Science 0.4FTE at Huddersfield New College. Hopefully the information provided will be of interest to you and will help you in taking your application forward.

Huddersfield New College has operated as a Sixth Form College since 1974, and across the 43 years to 2017, has established a national reputation as an Outstanding College. The College had its last OFSTED inspection in April 2016. The report is available to view at <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider>.

The College currently has around 2400 students on roll. In summer 2017, we celebrated their outstanding success on A levels and Btecs, with student progress at advanced level moving into the top 10% nationally. We want to achieve this level of success year on year. Crucial to this is that we are at all times ambitious about what our students can achieve; this means that we are looking for new colleagues who genuinely embrace our goal to ensure that all of our students achieve their very best at Huddersfield New College.

I make no apologies for stating that we also want to work with colleagues who are passionate about wanting to work with young people. This means that we are also looking for new colleagues who have an unconditional positive regard for young people. Our College is no place for cynics and so we only want to appoint and work alongside people who genuinely want to make a positive difference to the lives of the young people who come under our care and guidance.

Working at Huddersfield New College is demanding. Everyone works hard and so new colleagues should also have a willingness to work hard and to go the ‘extra mile’ for our students: many of our students would not be as successful as they are without this. However, I can assure you that you will be appreciated for this hard work and that you will be provided with excellent support, continuous professional development and the resources to carry out a first class job.

I am extremely proud to be Principal of Huddersfield New College. We transform lives. This is the moral dimension to our work, so recruiting and selecting people who will be equally proud to work here, and who want to make a positive difference to the lives of young people through education, is crucial. If you are inspired by this moral purpose and the opportunity to make a positive difference, then please apply.

Finally, I would like to say that I do appreciate how long it takes to apply for jobs. If you do decide to apply, I appreciate your investment of time and, whatever the outcome, I wish you well in the future.

Yours sincerely



**Angela Williams**

**Principal**

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| Huddersfield_New_College_logo | **Huddersfield New College Further Education Corporation** |
| **Teacher of Applied Science 0.4FTE** **(Fixed-term to July 2018 in the first instance)** |

**Post reference: HA1718/07**

**Location of the post within the College structure:**

The post holder will be a member of the Science department.

**Reports to:**

Head of Department for Science

**Functional links with:**

Internal:

1. Senior Leadership Team (SLT)
2. Directors
3. Academic staff and managers
4. Support staff and managers
5. Finance
6. Students and their parents/carers
7. Student Services
8. Study Centre Team
9. Pastoral Team

**Overall purpose of the post:**

This post carries significant responsibility for the delivery of a specific subject, or subjects, within College to:

1. Ensure a high quality and relevant learning experience for all students on the course.
2. Ensure that all students within the course are offered the opportunity to achieve their academic potential.
3. Work with the Head of Department to identify and achieve annually negotiated targets such as those related to student enrolment, retention and achievement.
4. Support staff in day-to-day issues e.g. student discipline.
5. Contribute to course review and development.
6. Contribute to continuous quality improvement through the College’s self-assessment process and quality assurance systems.

**Duties and responsibilities:**

In the first instance, your duties and responsibilities are as listed below. As the needs of the College change, you will be expected to take on or relinquish responsibilities as directed by the Head of Department for Science, or members of the Senior Leadership Team.

1. **Teaching and Other Duties:**
2. To teach Applied Science in a vocational context (BTEC Level 2 and Level 3) and on any other courses as may be required.
3. To ensure that all students following the course(s) have the opportunity to fulfil their maximum potential.
4. To manage the effective organisation of the course by the establishment of such syllabuses, schemes of work and records as may be necessary from time to time.
5. To maintain class registers, lists of students and records of their work and engage in such clerical work directly associated with the enrolment and registration of students as may be required.
6. To monitor and assess students in accordance with the requirements of the course of learning and to contribute to systems of quality and advice.
7. To deal with examination administration required by exam boards.
8. To develop and guarantee provision of inclusive learning for all students by the effective development and use of the College’s learning resources and facilities, including the Study Centre and the College’s VLE.
9. To ensure effective and appropriate learning support is provided for students on the course(s).
10. To liaise and consult with the Head of Department on matters pertaining to the subject(s) as appropriate and necessary.
11. To support in the recruitment, selection and induction of staff as appropriate.
12. **Curriculum and Student Management:**
13. To ensure that the learning programmes of students are efficiently and effectively delivered.
14. To ensure that student progress is monitored and reported on effectively and in line with College procedures, including the completion of appropriate and clear student progress reviews, reports and references as required to support their progress and progression.
15. To monitor student attendance on all aspects of their learning programme.
16. To ensure the student disciplinary procedure is implemented in line with College guidelines.
17. To contribute to managing the admissions process for the course(s) in liaison with the Head of Department, the Assistant Principal – Admissions and Student Progression, and the College’s Student Services staff.
18. To work with the Head of Department and course team members in providing management information and ensuring the completion of necessary administration procedures.
19. To set and monitor targets for student enrolment, retention and achievement and report on these factors as required.
20. To develop and manage course materials and resources.
21. To attend and contribute to department meetings where possible.

1. **External Relationships Liaison:**
2. To ensure courses are relevant to students’ needs and to local groups in the community.
3. To contribute to the development and marketing of Science courses.
4. To participate in any liaison activities relevant to Science courses.
5. To take an active part in the internal and external verification of courses as appropriate.

**General duties and responsibilities:**

The post holder is required to:

1. Perform his/her duties in accordance with the College’s Equal Opportunities Policy, also taking into account responsibilities for promoting British Values.
2. Ensure the health and safety of all staff and resources within his/her area(s) of responsibility, i.e. delegated responsibility in relation to the nature of the post holder’s duties and personal responsibilities as per Sections 7 and 8 of the Health and Safety at Work Act 1974.
3. Share in the College’s commitment to safeguarding and promoting the welfare of children, including maintaining awareness of the Prevent strategy and action plan.
4. Participate in the College’s probationary and performance review schemes.
5. Undertake Continuing Professional Development (CPD) relevant to his/her post.
6. Perform any other duties as may be reasonably required from time to time by the Principal, through the Head of Department and/or members of the Senior Leadership Team.

**Special features of the post:**

The post holder must have the ability to work with a wide range of people in the 16-19 age groups, from different backgrounds and with very different needs, and to respond accordingly to support those needs.

The duties and responsibilities attached to this role demand a flexible approach to work, which will include occasional evenings (Open Evenings, Parents’ Evenings etc.) and very occasional Saturdays.

The post holder will be required to sign and return to the Human Resources department a copy of their job description, which will be reviewed periodically.

**Post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Person Specification -****Guide to Applicants** |

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as ‘Essential’ and ‘Desirable’ and your application form should demonstrate how you meet these criteria and possess the key skills relevant to the job.

The ranking of criteria on the person specification can be explained as follows:

Essential The successful candidate must meet the Essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.

Desirable The post holder needs to meet the Desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the Desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

**A = Application**

**I = Interview**

**T = Test**

**C = Certificates**

**R = References**

**DBS = Disclosure and Barring Service Enhanced Criminal Records Check**

These letters are used in the ‘Assessment Method(s)’ column on the Person Specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the Interview and/or Test(s), these may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role. For teaching positions candidates will usually be asked to deliver a micro-teaching session to facilitate assessment of teaching ability.

We encourage you to read the Guidance Notes for Applicants for further detail on how to complete your application in order to present yourself fully to the short-listing panel.

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| **Person Specification** |

**Post reference: HA1718/07**

**Post title: Teacher of Applied Science 0.4FTE (Fixed-term to July 2018 in the first instance)**

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| **Attributes** | **Criteria** | **Rank** | **Assessment Method(s)** |
|  | **A** | **I** | **R** | **C** | **T** | **DBS** |
| **Experience** | Previous recent experience in an educational environment. | Essential | \* | \* | \* |  |  |  |
| The ability to teach vocational Science (Applied Science) up to and including BTEC Level 3. | Essential | \* | \* | \* |  | \* |  |
| Evidence of supporting students in gaining a wider understanding and enjoyment of Science e.g. through enrichment activities and work related activities. | Desirable | \* | \* | \* |  |  |  |
| Experience in curriculum development and review. | Desirable | \* | \* | \* |  |  |  |
| **Education and Qualifications** | Minimum of level 2 qualification in literacy and numeracy (e.g. GCSE English and Maths at grades A\*-C) or able to demonstrate equivalent level of ability. | Essential | \* | \* |  | \* |  |  |
| A recognised teaching qualification (e.g. PGCE, Cert Ed) – if not already qualified applicants must be in the process of applying for a course of study or be part-way through a course of study. | Essential | \* | \* |  | \* |  |  |
| An honours degree or equivalent in a Science discipline | Essential | \* | \* |  | \* |  |  |
| **Special knowledge and skills** | Strong interpersonal and communication skills (both written and verbal), combined with the ability to develop effective working relationships with students and staff. | Essential | \* | \* | \* |  |  |  |
| Excellent organisational and administrative abilities, with the ability to manage own time and meet demanding deadlines. | Essential | \* | \* | \* |  |  |  |

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| **Attributes** | **Criteria** | **Rank** | **Assessment Method(s)** |
|  | **A** | **I** | **R** | **C** | **T** | **DBS** |
| **Special knowledge and skills (continued)** | Commitment to developing (and supporting others to develop) innovative Science teaching, learning and assessment, especially in the delivery of practical/ vocational science. | Essential | \* | \* | \* |  |  |  |
| Familiarity with using Microsoft Office applications, including Word, Excel, Outlook and PowerPoint. | Essential | \* | \* | \* |  |  |  |
| Up-to-date knowledge and awareness of Health and Safety regulations pertaining to working in a Science-based and educational environment. | Essential | \* | \* | \* |  |  |  |
| Familiarity with virtual learning environments (VLEs). | Desirable | \* | \* |  |  |  |  |
| **Additional factors** | Strong understanding of what constitutes best practice in teaching and learning. | Essential | \* | \* | \* |  | \* |  |
| Ability to respond flexibly and creatively to new challenges and opportunities. | Essential | \* | \* | \* |  |  |  |
| Commitment to equality, diversity and inclusion initiatives, including the promotion of British values and anti-discriminatory practice. | Essential | \* | \* | \* |  |  |  |
| Suitable to work with children and young/vulnerable adults, and committed to safeguarding young people. | Essential | \* |  | \* |  |  | \* |

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| **Further Particulars** |

**Post title: Teacher of Applied Science 0.4FTE**

**(Fixed-term to July 2018 in the first instance)**

**Post reference: HA1718/07**

**Salary:**

The salary for this post will be to a point within the range NSP1 to NSP9 of the pay spine for Teachers, which is currently the range £22,937 - £38,364 per annum, reduced pro rata to the range £9,175 - £15,346 in accordance with the 0.4FTE contract. Starting salary will be dependent on the successful applicant’s qualifications and experience.

**Conditions of Appointment**

Appointment will be to a fixed-term contract with Huddersfield New College working to the terms and conditions of service for Teaching Staff under the main provisions outlined below.

**Appointment will be to**

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| ***Working Week:***  | You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities. Working hours, including class contact time, will be on average 13 per week. The College timetable currently operates between 9:00am and 4:15pm Monday to Friday.There will be occasions when you will be required to work flexibly and outside of the hours of the teaching timetable to fulfil your professional responsibilities, for example, attending parents’ evenings and open events.  |
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| ***Teaching Hours:*** | You will be required to deliver an annual teaching/directed time load of up to 1,265 hours (pro rata for part-time staff and if commencing part way through the year). Further details are available in the ‘Working Time Document’. Weekly class contact time will usually be 9.4 hours for a 0.4FTE position.  |
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| ***Holiday Entitlement:*** | Details of holiday periods for teaching staff are available from the Principal.  |
| ***Pension:*** | You will be entitled to participate in the Teachers’ Pension Scheme at a rate of 9.6%\* of salary, with an employer contribution of 16.48%. The Scheme requires members to be contracted out of the State Earnings Related Pension Scheme (SERPS). Alternatively you may make your own arrangements with regard to pension.\*The actual employee contribution rate will be determined in accordance with the starting salary. 9.6% is the maximum percentage contribution based on the specified salary range for the post. |
| ***Probationary Period and Annual Review:*** | The first twelve months of any teaching position constitute a probationary period during which time suitability for the post will be assessed. Probationary periods will not be deemed to be successfully completed unless and until confirmation is made in writing.On completion of a probationary period the College’s arrangements for performance review will apply. |
| ***Notice:*** | The contract may be terminated by either party by giving at least two months’ notice. Notice must be given in writing.  |
| ***Sickness and Maternity/Paternity:*** | The Corporation’s policies will apply. Details are available from the Human Resources department. |
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| ***Disciplinary & Grievance:*** | Details of the Corporation’s Disciplinary and Grievance Policies are available from the Human Resources department. |
| ***Disclosure and Barring Service Check:*** | Appointment is subject to you obtaining a satisfactory Enhanced Criminal Records Check through the Disclosure and Barring Service. The cost of this check is £44.00, which will be deducted from your first salary payment. The successful candidate will be required to provide relevant evidence to enable a DBS check to be undertaken prior to commencement of employment. Further details will be given upon appointment.You will also be required to subscribe to the DBS Update Service at the time of applying for a new DBS Disclosure, if you have not already registered, and to maintain that subscription on an annual basis. The annual cost to the individual is currently £13.The College will undertake ‘status checks’ on DBS Disclosures to assess that the information on the original certificate remains current; membership of the Update Service is therefore mandatory to enable status checks to be completed. |
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| ***College Security:*** | Employees are required to wear identification badges at all times to adhere to Health and Safety and security procedures. |
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| ***Smoking:*** | Employees are not permitted to smoke in College buildings or in their immediate environs. |

*The above represents the main provisions of the contract but is not intended to be exhaustive.*