

Runshaw Vacancies

SCHOOL OF ENGINEERING

APPOINTMENT OF TEACHER/COURSE LEADER IN ENGINEERING (MECHANICAL/CIVIL ENGINEERING) – REF 2107114R1

The School of Engineering is an exciting, dynamic and challenging environment in which to work and study. We presently cater for over 400 students within a provision that includes:

Engineering Apprenticeships
BTEC First in Manufacturing Engineering
BTEC Extended Diploma in Engineering
A Level Design Engineering

The School is housed in purpose-built facilities and has a range of specialist resources that include fully equipped Engineering and R&D facilities, CNC machines, Forge/Heat Treatment area, materials testing laboratories, Electronics labs, 3D printer, CAD suite, Drawing Office, Classrooms. In 2016 we opened a purpose-built £6.2 million Engineering & Science Innovation Centre at the college's Chorley Campus.

The School currently comprises 14 full-time teachers, supported by 2 full-time specialist technicians.

The School has a proven track record for achieving excellent results and there is a clear route for progression. Retention and attendance are well above the national average and the School has developed good links with local industries.

The successful candidate would play a fundamental part in the development and delivery of Civil and other general engineering subjects across a range of courses within the School and would be joining an enthusiastic and committed team of professionals.

We positively support the continuous development of staff within the learning environment through specific and individual staff development programmes.

Teachers at Runshaw normally teach 773 hours per annum. At Runshaw, we do believe that teaching and learning is by far the most important activity in the college and we actively support our teaching staff and the work they do with our learners. They are supported by:

- A dedicated pastoral team, to support teachers with the pastoral care of all students, including the telephoning of parents
- Sympathetic timetabling to avoid a spread of too many different courses and levels and the inclusion, where possible, of repeat lessons
- A very supportive organisational structure with each teacher supported by his/her team and School
- Subject/course based staff workrooms located nearby to subject/course suites of classrooms
- The use of ILT and other strategies to put more responsibility on students for their learning
- The use by each teaching team of common schemes of work and shared teaching and learning resources which have been developed by the team
- Significant in class support from education support workers

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- Devolved administrative support located in the Programme Office
- A special programme of support for Newly Qualified Teachers (NQTs) which includes induction and additional support from the College's Professional Tutors
- Teaching and Learning Academy that supports and develops teaching and learning skills for all teachers.
- A holiday entitlement which matches that of sixth form colleges
- A comprehensive professional development programme which includes in-house provision as well as externally organised events
- Salary scales which are among the best in the post-16 sector
- Prominence given to the development of teaching methodologies and curriculum development e.g. workshops on co-operative learning by Spencer Kagan
- A college ethos which focuses on valuing learners as individuals and supporting them to fulfil their potential

The post on offer is a very exciting one and offers great opportunities. We are grateful for your interest in the College and hope that having read this information, you will be encouraged to apply.

We very much look forward to receiving your application.

Aaron Ashurst
Head of School: Engineering
Ashurst.a@runshaw.ac.uk

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JOB DESCRIPTION

JOB TITLE: Teacher/Course Leader of Engineering (Mechanical/Civil Engineering)
– Ref 2107114R1

UPDATED: July 2021

RESPONSIBLE TO: Head of School of Engineering

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

	KEY DUTIES
Teaching Responsibilities	<ul style="list-style-type: none">• Plan, prepare, teach and assess as required by your line manager• Develop resources for the course/subject including maintaining effective links across College for resources• Deliver enrichment and enhancement activities including accompanying students on external visits• Be up to date in teaching and your subject area
Student Responsibilities	<ul style="list-style-type: none">• Manage students' learning and academic progress• Manage the pastoral care and discipline of students• Manage the behaviour of students
Curriculum Development	<ul style="list-style-type: none">• Engage in Curriculum development activities, individually and as a team to further develop the curriculum• Be responsible for curriculum planning, development and implementation in your course/subject (Course Leader only)• Share best practice regarding activities and resources.
Quality	<ul style="list-style-type: none">• Be actively involved in the College's continuous improvement culture• Participate in standardisation and moderation as required• Lead a Continuous Improvement Team (CIT) in your course/subject (course leader only)

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	<ul style="list-style-type: none">• Be responsible for verification and moderation of the course/subject (course leader only)• Ensure provision is totally aligned with best practice nationally (course leader only)
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Administration	<ul style="list-style-type: none">• Maintain comprehensive, up to date, course/subject records.
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Role Specific - Teaching	<ul style="list-style-type: none">• Deliver high quality lessons on all aspects of Engineering with particular focus upon Mechanical or Civil Engineering.• Promote the development of teaching methodologies in both your subject area and for any specific area of responsibility• Prepare, co-ordinate and assist in the preparation of resources for the courses.• Identify and share good practice with the team.• Be involved in the marketing of engineering courses and in the recruitment and assessment of students.
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College Responsibilities	<ul style="list-style-type: none">• Participate in appraisal and professional development activities as required• Value diversity and promote equal opportunities• Engage in marketing activities as requested by line manager• Work within health and safety guidelines and be aware of your responsibilities for health and safety• Adhere to College policies and procedures, including Data Protection• Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.
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Role Specific – Course Leader

- Contribute to the teaching and development of the courses for which you deliver
- Promote the development of teaching methodologies in your subject area
- Be prepared to teach other subjects if required after consultation and in line with existing qualifications
- Prepare, co-ordinate and assist in the preparation of resources for the courses you deliver
- Identify and share good practice, in terms of pedagogy and curriculum specialism
- Develop relationships with external organisations and employers in relation to your subject specialism
- Deliver regular CPD sessions within the school to support the upskilling of team members with regard to your subject specialism
- Undertake project work as required and directed by Head of School
- Lead a qualification area, achieving outstanding student outcomes and with high quality teaching, learning and assessment
- Work with other CIT Leaders, with a focus on retention and transition for students
- Take a lead role in enhancing and promoting your course, including trips and guest speakers, enrichment and marketing events, under the direction of the Head of School
- Lead your course team, motivate and be a role model for staff and students

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PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9 – C/4 or equivalent	E	Application form
Certificate in Education, PGCE or equivalent	D	Application form
A willingness to achieve a Certificate in Education, PGCE or equivalent within a specified timescale	E	Interview
Degree directly relevant to Mechanical or Civil Engineering	E	Application form
Time served in a relevant engineering industry	D	Application form
A willingness to undertake appropriate Continuing Professional Learning	E	Application form and Interview
TRAINING, EXPERIENCE AND KNOWLEDGE		
Successful teaching experience	E	Application form, Interview and Lesson Observation
Demonstrate a student-centred approach to teaching	E	Lesson Observation and Interview
An awareness of safeguarding issues	E	Application form, Interview
PERSONAL SKILLS AND ATTITUDES		
Display initiative, be positive and friendly	E	Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	E	Interview
Display energy and enthusiasm	E	Interview
Possess excellent communication skills	E	Interview
Possess high standards and be conscientious	E	Interview
Be a team player	E	Interview
Demonstrate a commitment to the process of continuous review and improvement	E	Interview
Suitable to work with children, young people and vulnerable adults	E	Interview and Employment Checks

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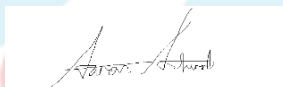
SUMMARY OF MAIN TERMS AND CONDITIONS

SALARY	Up to £32,056 per annum (Teacher) or up to £40,392 per annum (Course Leader) dependent upon qualifications and competencies
WORKING HOURS	You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 37 hours per week (or pro rata as appropriate)
PENSION SCHEME	You are entitled to join the Teachers' Pension Scheme. Further details are available at www.teacherspensions.co.uk
HOLIDAYS	Your holiday entitlement is similar to 6th Form Colleges.
SAFEGUARDING	<p>The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults. In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate.</p> <p>All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates. Visit www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk.</p>
TEACHING QUALIFICATION	You will be required, as part of your contract of employment, to attain a Certificate in Education, PGCE or equivalent within a specified timescale, if you are not already appropriately teacher trained.
PAYMENT	Your salary will be paid on the last working day of each month by BACS transfer.
SMOKING	Smoking is not permitted on College premises except in designated smoking areas.
HEALTH	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12-month probation period.
NOTICE	<p>After the completion of the probation period, you may terminate your employment writing which should be received by:-</p> <p>28 February in order to finish 30 April 31 May in order to finish 31 August 30 October in order to finish 31 December.</p>
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is 12 noon, 17th September 2021

Approved:

Aaron Ashurst



Date: 06/07/21