

## SCHOOL OF BUSINESS STUDIES

### APPOINTMENT OF TEACHER IN BUSINESS AND ACCOUNTING– Ref I70915

Runshaw College is one of the most successful colleges in the country, renowned locally and nationally for our outstanding results, friendly and supportive culture and focus on putting the student at the heart of all that we do. The School of Business, within Runshaw College, is a very large and successful department which achieves excellent results in the following subjects

		Results 2016	
<b>A levels</b>	<b>Accounting</b>	<b>High grades A*-B</b>	<b>67%</b>
		<b>A*-E</b>	<b>100%</b>
	<b>Business</b>	<b>High grades A*-B</b>	<b>57%</b>
		<b>A*-E</b>	<b>100%</b>
	<b>Economics</b>	<b>High grades A*-B</b>	<b>57%</b>
		<b>A*-E</b>	<b>100%</b>
<b>Vocational subjects</b>	<b>BTEC Extended Diploma in Business [QCF]</b>	<b>High grades</b>	<b>96%</b>
	<b>Level 2 First Extended Certificate in Business [NQF]</b>	<b>Achievement</b>	<b>100%</b>
<b>HE</b>	<b>Foundation Degree in Business [UCLAN]</b>	<b>High grades</b>	<b>50%</b>
	<b>HNC Business</b>	<b>High grades</b>	<b>100%</b>

The School is comprised of Curriculum Improvement Teams (CITs) for each subject area, each of which is led by a Subject Leader. Each CIT works closely together in a spirit of collaboration and continuous improvement. Staff are friendly, professional and hardworking. All the school staff share a workroom.

20 teachers currently work in this very well resourced department which has excellent facilities. It was rated 'outstanding' in the last Ofsted inspection and they described us as being 'something special'.

Subjects in the school of Business are as popular as ever, thus we are seeking a flexible, enthusiastic and knowledgeable Business / Accounting teacher to join a friendly, highly successful team, someone who is focused on inspiring and engaging our students fully and creatively developing the subjects yet further. A desire to seek continual improvement and excellent interpersonal skills will be required. An ability to cater for the needs of all students, including very able students is essential.

Ideally someone who can or who is willing to teach on a variety of courses, and in particular A level Business and A level Accounting.

The team in the School is very supportive and dedicated to addressing areas for improvement and building on strengths. The culture is innovative and strongly focused on high expectations, successful outcomes and inspiring a love of learning.

Runshaw College and the school of Business have an excellent reputation and this is a great opportunity for the right candidate, we look forward to receiving your application.

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:

- Pastoral support tutors, aided by evening guidance workers, to support teachers to follow up pastoral problems for 16-19 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
- Timetabled subject-specific support to provide extra help for individual students or small groups and counted as part of a teacher's annual teaching commitment
- 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
- A paid marker scheme where a teaching team can send scripts to be marked by an external marker
- An invigilation team which means that teaching staff are not involved in general invigilation
- Significant in class support from education support workers
- Developed administrative and pastoral support located in Faculty Offices
- 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 offers great opportunities for an exceptional candidate. We are grateful for your interest in the College and hope you will be encouraged to apply. Thank you for your interest in this post and I look forward to hearing from you.

Please note the start date of the 8<sup>th</sup> January 2018

Michele Holme  
 Head of School of Business  
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## **JOB DESCRIPTION**

**JOB TITLE:** Teacher in Business with Accounting –Ref 170915

**UPDATED:** September 2017

**RESPONSIBLE TO:** Head of School

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.

	<b>KEY DUTIES</b>
<b>Teaching Responsibilities</b>	<ul style="list-style-type: none"><li>• Plan, prepare and teach as required by your line manager</li><li>• Develop resources for the course/subject including maintaining effective links across College for resources</li><li>• Deliver enrichment and enhancement activities including accompanying students on external visits</li><li>• Be up to date in teaching and your subject area</li></ul>
<b>Student Responsibilities</b>	<ul style="list-style-type: none"><li>• Manage the pastoral care and discipline of tutees</li><li>• Manage the behaviour of students</li></ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"><li>• Engage in Curriculum development activities, individually and as a team to develop and improve the curriculum</li></ul>
<b>Quality</b>	<ul style="list-style-type: none"><li>• Be actively involved in the College's continuous improvement culture</li><li>• Participate in standardisation and moderation as required</li><li>• Be responsible for verification and moderation of the course/subject</li></ul>
<b>Administration</b>	<ul style="list-style-type: none"><li>• Maintain comprehensive, up to date, course/subject records</li><li>• Be responsible for the appropriate administration for exam entries for the course/subject and liaise with external exam awarding bodies as appropriate</li></ul>

<b>Role Specific</b>	<ul style="list-style-type: none"> <li>• Teach on a range of Business courses and other courses in the school as required by your line manager</li> <li>• Assist in the preparation of resources</li> <li>• Be involved in the marketing of courses in the school and in the recruitment and assessment of students.</li> </ul>
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<b>College Responsibilities</b>	<ul style="list-style-type: none"> <li>• Participate in appraisal and Staff Development activities as required</li> <li>• Value diversity and promote equal opportunities</li> <li>• Engage in marketing activities as requested by line manager</li> <li>• Work within health and safety guidelines and be aware of your responsibilities for health and safety</li> <li>• Adhere to college policies and procedures, including Data Protection</li> <li>• Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults</li> </ul>
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**PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>ESSENTIAL DESIRABLE</b>	<b>ASSESSED BY</b>
<b>QUALIFICATIONS AND ATTAINMENTS</b>		
Certificate in Education, PGCE or equivalent.	<b>E</b>	Application form
GCSE English and Maths at Grade A*-C or equivalent	<b>E</b>	Application form
Degree in a relevant subject area or equivalent	<b>E</b>	Application form
A record of appropriate Continuing Professional Learning	<b>D</b>	Application form / interview
A willingness to undertake appropriate Continuing Professional Learning	<b>E</b>	Application form/interview

<b>TRAINING, EXPERIENCE AND KNOWLEDGE</b>		
Successful teaching experience which includes a record of success in A level Business [supported with data]	<b>E</b>	Application form [please provide details of this in the supporting information] / interview
A strong profile of lesson observations which demonstrate a student centered approach to teaching and learning	<b>D</b>	Application form /Lesson observation
Experience of IV, moderation and standardization	<b>D</b>	Application form
Successful teaching experience which includes a record of success in Accounting to A2 level	<b>D</b>	Application form, interview
Experience in running a masterclass or gifted and talented event.	<b>D</b>	Application form, interview

<b>PERSONAL SKILLS AND ATTITUDES</b>		
Display initiative, be positive and friendly	<b>E</b>	Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	<b>E</b>	Application form /Interview
Display energy and enthusiasm	<b>E</b>	Interview
Possess excellent communication skills	<b>E</b>	Interview
Possess high standards and be conscientious	<b>E</b>	Application form /Interview
Be a team player	<b>E</b>	Application form /Interview
Demonstrate a commitment to the process of continuous review and improvement	<b>E</b>	Application form /Interview
Suitable to work with children, young people and vulnerable adults	<b>E</b>	Interview/Employment Checks

## **SUMMARY OF MAIN TERMS AND CONDITIONS**

### **TEACHER**

<b>SALARY</b>	Up to £31,116 per annum dependent upon qualifications and competencies
<b>WORKING HOURS</b>	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
<b>PENSION SCHEME</b>	You are entitled to join the Teachers' Pension Scheme. Further details are available at <a href="http://www.teacherspensions.co.uk">www.teacherspensions.co.uk</a>
<b>HOLIDAYS</b>	Your holiday entitlement is similar to 6th Form Colleges.
<b>SAFEGUARDING</b>	<p>The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults.</p> <p>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 <a href="http://www.homeoffice.gov.uk/dbs">www.homeoffice.gov.uk/dbs</a> for a copy of the Code of Practice. Copies of the College policies are available on the College's website at <a href="http://www.runshaw.ac.uk">www.runshaw.ac.uk</a></p>
<b>PAYMENT</b>	Your salary will be paid on the last working day of each month by BACS transfer.
<b>SMOKING</b>	Smoking is not permitted on College premises except in designated smoking areas.
<b>HEALTH</b>	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.
<b>PROBATION PERIOD</b>	This post is subject to the successful completion of a 12 month probation period.
<b>NOTICE</b>	You may terminate your employment in writing which should be received by:- 28 February in order to finish 30 April 31 May in order to finish 31 August 30 October in order to finish 31 December.
<b>FLEXIBLE WORKING</b>	The College operates a Flexible Working Policy that includes Job Share.

**Deadline for receipt of application forms is midday Friday 6<sup>th</sup> October 2017**

**Provisional interview date: - Tuesday 17<sup>th</sup> October 2017**

Approved: ...Michele Holme.

Date: 1fs1.09.17