

**Teacher/Head of Department of Computing & IT (Full-time/Substantial part-time, Maternity cover)**

A well-qualified, innovative and motivated, full-time/substantial part-time teacher/HOD is required to join the successful department of Computing & IT from **Tuesday** **26th August 2025** to cover maternity leave Ideally, candidates will have excellent subject knowledge in teaching A Level Computer Science and BTEC Level 3 Information Technology.

Heads of department play a key role within the College Management structure, ensuring effective leadership within the department and overseeing student success. Training and support will be provided to someone who is new to a leadership position.

Applications will be most welcome from both experienced teachers of 16-19 education and those newly qualified. Training and support will be offered to allow the development of ECTs during their early career, together with a validated scheme for those preparing for ECT induction.  They will receive their own personal mentor as well as a subject specialist mentor to help further develop their skills and experience.  The College’s ‘Teaching and Learning Group’ will also provide opportunities to develop their teaching strategies through the sharing of good practice and observation of the lessons of experienced practitioners.

It is hoped to recruit an enthusiastic and dedicated teacher who would want to contribute to the future success of the department and be fully involved in the delivery of courses for the 16-19 age group. They should aim to make their teaching an exciting experience for students and to engage them in a wide range of activities which enhance their understanding and commitment.

**Within this pack or online (**[**www.wsfc.ac.uk**](http://www.wsfc.ac.uk) **under Job Vacancies) you will find:**

1. An introduction to the College
2. Conditions of employment and department description
3. Salary structure for teaching staff
4. Job descriptions and person specifications (teacher)
5. Teacher person specification
6. An application form with equal opportunities monitoring form
7. Policy Statement on the recruitment of ex-offenders and guidance to applicants on disclosing information
8. Code of Conduct for staff

## Applications

Please complete the College application form including a supporting statement giving details of reasons for your application including experience, skills, training and achievements and how these are particularly suited to the needs of the post. Please refer to the job description, person specification and/or job details as applicable. Please do not write more than two sides of A4. We regret that CVs are not accepted in place of the application form.

**Application forms** are available at [**www.wsfc.ac.uk**](http://www.wsfc.ac.uk) **under Job Vacancies** and should be returned with the equal opportunities monitoring form by **noon on Monday 10th March 2025.**

Interviews are currently scheduled to take place on **w/c Monday 17th March 2025** and candidates will be notified by phone and/or email. The selection panel will be chosen in terms of their availability on the relevant dates and their current/designated roles.

If you do not hear from us, we regret that you will not have been included on the shortlist. We would like to thank you for your interest in the College.



**DEPARTMENT OF COMPUTING & IT**

In A Level Computer Science, success rates are 100% with High Grades at 47%, above Sixth Form College and National average. In BTEC IT, success rates are also 100% across all courses with over 60% 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 20 station computer room for student study and an office. Specialist software available includes VSCode, Adobe Creative Suite, Blender and Godot. The department currently subscribes to web-based resources PGOnline, Craig ‘n’ Dave, SmartRevise, 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 (Pearson EdExcel)

· Certificate 3 sets Year 1

· Extended Certificate 2 sets 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:

* participation in Inversity hackathons at Manchester Technology Centre, The Crown Estate, London and Liverpool University.
* a visit to local software development company Phixos to learn about developing safety critical software systems used in commercial and military flight systems.
* Research into Games Design and how Computer Games are developed and created, with students having the opportunity to design and create their own games.
* 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.

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 schoolteachers.  |
| **Start Date** | 26th August 2025 |
| **Status** | Fixed term maternity cover |
| **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 below.  |
| **Hours of Work** | Part-time teachers receive a fractional contract calculated by the number of lessons taught as a proportion of a full-time teacher’s directed hours. Full time consists of 1425 minutes of teaching per week and 1265 directed hours per annum worked over 195 days of which 190 are teaching days with a commitment of 23.75 hours per week contact time. The College Day for daytime students starts at 8.50 am and ends at 4.10 pm. |
| **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. |
| **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. HR 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**

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| **SFCA Pay Spine Point Sept 24** |
| NSP1 | £32,178 |
| NSP2 | £33,415 |
| NSP3 | £35,306 |
| NSP4 | £37,476 |
| NSP5 | £39,590 |
| NSP6 | £42,226 |
| NSP7 | £43,941 |
| NSP8 | £46,860 |
| NSP9 | £49,725 |



**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:** Teach students according to the College timetable 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 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.

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

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

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

8. 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.

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

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

11. 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.

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

13. To contribute to all appropriate Quality Assurance processes.

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

15. 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.

16. 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 Computing & IT**

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| **Requirements** | **Essential/Desirable**  | **Assessment methods** |
| **Education / training** | **Essential**A degree or equivalent academic qualification in a relevant subjectA 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 processExcellent teaching skills and successful classroom managementA record of good success rates and value added or evidence of skills and knowledge likely to promote these | A, R, I, TA, R, IA, R, I, TA, R, IA, R, IA, R, I |
| **Desirable**Successful experience in using Microsoft TeamsA 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 EnglishAbility to work successfully with others individually and as part of a teamConsistent approach to dealing with staff and studentsCommitment to the use of ICT to enhance learning | R, I, TR, I, TR, I, TR, I, TR, I, T |
| **Other factors** | **Essential**Demonstration of effort and commitmentA reflective approach to teaching & learningAbility to carry out administration effectivelyWillingness to take full part in extra-curricular activities including trips and visitsInitiative, drive and enthusiasmA willingness to actively promote equality and accept and value individual differences. | R, IA, R, IA, IA,IA, R, IR, 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.

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

In line with the updated Keeping Children Safe in Education guidance, we will also carry out an online search on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which again would then be explored with the applicant at interview.

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 you do not hear from us, we regret that you will not have been included on the shortlist and we would like to thank you for your interest in the College.



**JOB DESCRIPTION**

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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**: Head of Department

**JOB PURPOSE:** To lead, motivate and develop the team of staff in the department in order to promote high and rising levels of student success on all courses in the department.

**RELATIONSHIPS:**

Responsible to: Vice Principal (curriculum. Quality & Implementation

Responsible for: Subject teachers and those who contribute to the work of the Department.

**MAJOR TASKS**

**A. Course Management**

1. To propose and review the courses and specifications offered by the department to ensure students’ needs are fully met.
2. To ensure that effective schemes of work are in place for all courses taught in the department, and that department aims and policies are developed and shared with all those who teach in the department.
3. To arrange or oversee, as necessary, fieldwork, trips and visits to support the teaching of the curriculum and to ensure that statutory and College policies and procedures, including risk assessment, are closely observed throughout.
4. To establish student study obligations and to monitor and support students, especially those at risk of underachieving and to support department staff in maintaining good standards of student attendance and behaviour.
5. To oversee arrangements relating to the entry of students for public examinations, including coursework marks, as required by examinations staff.
6. To ensure that equality of opportunity and diversity are embedded within all courses.

**B. Personnel Management**

1. To ensure proactive implementation of safeguarding policies and procedures within the department, including where visitors, volunteers and other non-employees are involved.
2. To monitor the staffing of all courses in the department and ensure they are appropriately staffed according to the strengths of the staff and the needs of the students, and to take the lead in identifying and resolving staffing requirements.
3. To advise on and participate in recruitment and selection of staff.
4. To ensure that appropriate individual and collective targets and training needs are identified, including through the PDR process. To contribute to the meeting of these needs through overseeing department training and helping individuals to identify and access suitable opportunities.
5. To promote the achievement of team and individual objectives, delegating tasks to other members of staff in the department as appropriate, monitoring their work and supporting and developing them in line with College policies and procedures.
6. To ensure an appropriate level of guidance and support is in place for students on teaching practice and teachers new to the department.
7. To ensure good communication is in place, through formal meetings and informal mechanisms, and to foster a positive team ethos.

**C. Resource Management**

1. To oversee departmental resources, ensuring that value for money is obtained and that all necessary resources are available in the department, electronically and in the Learning Resources Centre.
2. To implement relevant Health and Safety procedures, ensure that equipment and rooms used are in safe working order, report any defects and arrange for inspection, servicing and repairs as are necessary.
3. To ensure that all departmental areas and those adjacent are attractive and stimulating learning environments and that matters relating to cleaning and maintenance are reported using the relevant procedures.

**D. Recruitment and Liaison**

1. To publicise and promote the department through including events such as Open Evening and Year 10 visits, and through publications such as the Prospectus and course leaflets and contact with local schools.
2. To establish and maintain links with industry and the wider community in order to inform and enhance the curriculum taught in the department, planning visits and inviting visitors to the college in order to enhance student learning.
3. 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: Head of Department: Computing & IT**

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| **Requirements** | **Essential/Desirable**  |
| **Education / training** | **Essential**A degree or equivalent qualification in a relevant subjectA teaching qualification eg PGCE, DTLLS or equivalentEvidence of relevant in-service training |
| **Knowledge/ Experience** | **Essential**Successful teaching experience with 16-19 year old studentsKnowledge of, and preferably experience in, the relevant A level specifications  |
| **Desirable**It would be desirable to have the experience in, or willingness to develop, the following:-* experience in dealing with the requirements of Ofsted
* experience of resource management at subject level
* experience of leading a team or initiative
* experience of encouraging curriculum change
* experience of using quality assurance to improve standards
* experience of contributing to extra-curricular activities in this area
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| **Skills/****Aptitudes** | **Essential**Ability to relate to and an interest in the welfare, growth and development of 16-19 year old students Potential to lead, motivate and work successfully with others individually and as part of a teamConsistent approach to dealing with staff and students |
| **Other factors** | **Essential**A reflective approach to teaching, learning and management Demonstration of effort and commitmentA firm, but friendly approach to dealing with peopleAbility to carry out administration effectivelyWillingness to take a full part in extra-curricular activities including trips and visitsInitiative, drive and enthusiasmA willingness to actively promote equality and accept and value individual differences. |
| **Desirable**An interest in ILT and an understanding of its application to the subject area  |