

THE SCHOOL OF ENGLISH AND MODERN FOREIGN LANGUAGES

APPOINTMENT OF TEACHER/COURSE LEADER IN GERMAN (0.5) – REF 210579

The College

Runshaw College is one of the most successful Further Education colleges in the country, providing A Level, Vocational and GCSE re-sit courses to 16-19 learners, plus a range of Further and Higher Education courses to adults. We value our staff and students highly, and invest heavily in their development, support and wellbeing.

Serving the needs of 5000 students, Runshaw is renowned locally and nationally for its outstanding results, friendly and supportive culture and focus on putting the student at the heart of all we do.

Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District.

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:

- Progress mentors to support teachers to follow up pastoral issues for 16-19 students
- Sympathetic timetabling where possible
- 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 developed by the team (where appropriate)
- Significant in-class support from education support workers where needed
- Administrative support located in Faculty Offices
- A special programme of support for Newly Qualified Teachers (NQTs) including Induction and additional support from the College's Professional Tutors
- Prominence given to the development of teaching methodologies and curriculum development with specific Teaching and Learning training to support this
- Salary scales which are among the best in the post-16 sector

Runshaw Vacancies

- A holiday entitlement which matches that of sixth form colleges
- A college ethos which focuses on valuing learners as individuals and supporting them to fulfil their potential.

The School and the Post

German A Level sits in The School of English and Modern Foreign Languages.

The School comprises seven full-time and eight part-time staff, and offers a range of inclusive courses at different levels, all of which embed the knowledge, skills, behaviours and experiences that enable students to progress to their next stage in education, training or employment.

Just over 500 students currently follow A Level English courses, whilst around 150 take A Levels in French, German or Spanish. A further 450 16-19 students are enrolled on GCSE English Language, and the School provides English Language GCSE and Functional Skills to around 80 adult students.

Staff in the School work together to plan and implement ideas for teaching, learning, assessment and support, with a strong emphasis on collaborative, independent and growth-mindset learning. We take full advantage of the College's programme of continuing professional learning, using it alongside quality procedures to set individual and group development targets – a commitment to excellence and improvement that helps students to achieve outcomes consistently above and well-above national averages. Many A Level students progress to prestigious HE institutions, whilst GCSE and adult students progress to the next level of their education or career. This drive for effective change has been key to our transition to online and blended learning in the last year, and students have rated this aspect of our provision very highly.

The School is committed to learning outside, as well as in, lessons. A Level English students can access weekly 'High Grades' groups, whilst the most able linguists participate in prestigious external competitions such as the UK Linguistics Olympiad. We also support Oxford and Cambridge applicants with their preparation for the ELAT, LAA and MLAT. Enrichment activities include (when circumstances permit) theatre trips, cultural and university visits, and residential in the UK and abroad, and the *Runshaw Insider* magazine and MFL e-partner scheme present further opportunities for students to develop their skills and potential outside the classroom. The School is also committed to providing outstanding opportunities to younger pupils in the area through the annual 'Full English', 'European Languages Day', 'Masterclass' and 'English Challenge' events.

In the College inspection in March 2005, English was inspected with Modern Languages and awarded Grade 1 ('Outstanding'). In 2008, Ofsted again graded English as 'Outstanding'.

This post offers a newly qualified or more experienced German teacher an excellent opportunity to join a friendly, successful and ambitious MFL team, and to contribute to the ongoing achievements and improvements of the School. There would be an opportunity of a Lecturer 2 Course Leader post for an appropriate candidate.

Robert Jones

Head of School – English and MFL

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Runshaw Vacancies

JOB DESCRIPTION

JOB TITLE: Teacher/Course Leader in German (0.5) – Ref 210579

UPDATED: April 2021

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.

KEY DUTIES (L2 refers to Course Leader post only)

TEACHING RESPONSIBILITIES

- Plan, prepare, teach and assess as required by your line manager
- Develop resources for to the course/subject including maintaining effective links across College
- Embed the College's personal development RESPECT agenda in your planning and implementation
- Deliver enrichment and enhancement activities including accompanying students on external visits (when possible) and promoting educational and employment opportunities
- Be up to date with developments in teaching and learning and in your subject area
- Participate in College Progress Evenings and use other channels of communication with parents and carers, including regular Progress Updates

STUDENT RESPONSIBILITIES

- Manage the pastoral care, discipline and behaviour of students
- Complete subject specific UCAS references
- Make effective use of tracking data to monitor students' performance and intervene accordingly

CURRICULUM DEVELOPMENT

- Engage in Curriculum development activities, individually and as a team to develop and improve the curriculum at all levels (intent, implementation, impact)
- Be responsible for curriculum planning, development and implementation in your course/subject (L2)

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QUALITY

- Be actively involved in the College's continuous improvement culture
- Participate in standardisation and moderation of your course/subject as required
- Be responsible for standardisation and moderation of your course/subject as required (L2)
- Work with other MFL CIT (Continuous Improvement Team) leaders to further improve provision and outcomes on MFL courses (L2)
- Ensure provision is at the forefront of or aligned with best practice nationally (L2)

ADMINISTRATION

- Maintain comprehensive, up to date, course/subject records
- Be responsible for the appropriate administration for exam entries for the course/subject and liaise with external exam awarding bodies as appropriate (L2)

ROLE SPECIFIC

- Be prepared to teach other subjects if required after consultation and in line with existing qualifications
- Lead the A Level German course, motivating and being a role model for colleagues and students (L2)
- Identify and share good practice, in terms of both pedagogy and your subject area (L2)
- Work with other MFL CIT Leaders to develop strategy for future MFL provision (L2)
- Undertake project work as required and directed by Head of School (L2)

COLLEGE RESPONSIBILITIES

- Participate in appraisal and professional development activities as required
- Value diversity and promote equal opportunities
- Engage in marketing activities as requested by your 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 health and welfare of children, young people and vulnerable adults

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PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9 – C/4	E	Application form
Certificate in Education, PGCE or equivalent	E	Application form
Degree in a relevant subject area	E	Application form
Recent evidence of and a willingness to undertake Continuous Professional Learning (CPL)	E	Application form/Interview
TRAINING, EXPERIENCE AND KNOWLEDGE		
Successful experience of teaching A Level German	E	Application form, Interview
Successful experience of teaching / leading conversation classes in another MFL	D	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/ Employment Checks

Runshaw Vacancies

SUMMARY OF MAIN TERMS AND CONDITIONS

SALARY	Teacher – Up to £16,028 p.a.(FTE £32,056 p.a.) dependent upon qualifications and competencies Course Leader – Up to £20,196 p.a. (FTE £40,392 p.a.) 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 18.5 hours per week.
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	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. 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
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	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.
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is 12 noon, Friday 21st May 2021.

Approved: Robert Jones

Date: 30/4/21