




Trainee Teachers

Full/Part-Time
Fixed-Term for 2 years

Application Pack



**Woking
College**



Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of 1400 students drawing students from more than 60 different schools. Our very successful strategic focus has, for many years, been to create the very best environment for high quality of teaching and learning. Alongside this we have an inclusive ethos and are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in last year's staff survey 100% of College staff said they were proud to work at Woking College! Despite ever increasing competition, and against the backdrop of funding pressures across the sector, the College continues to thrive. We have benefited hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020 with further plans to add to the estate over the next two years.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, possibly the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman
Principal



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointed staff will be subject to Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities

The Role

Student applications are high and as such we have the capacity for several trainees. This is an exciting time to join our rapidly, expanding and successful Sixth Form College. We are looking for committed, dynamic and enthusiastic Trainee Teachers in the following subject areas:

- Economics & Business
- English
- History
- Media
- Criminology
- Sociology
- Psychology
- Health & Social Care
- Sport/PE
- Visual Arts

Candidates must hold a degree in a relevant subject and be committed to studying towards the PGCE qualification.

If you are a recent graduate or are considering a career change, or perhaps you are already working in an education environment as a support member of staff and would like to take the next step and utilise your degree? Our students are unique individuals - we are looking for trainee teachers who can support and guide students to further enhance their life chances during their time at College.

The role will be fixed-term for two years, the number of teaching hours will vary depending on the subject area, and full-time hours can be made up as a Learning Support Assistant/Independent Learning Mentor or other appropriate technician roles which will support your personal and professional development. Part-time hours may also be available.

A full mentoring programme is organised to introduce all new staff to sixth form college systems and procedures and to support and encourage professional development.

We are looking for exceptional candidates. We expect high performance from all our staff, and are looking for impressive individuals to inspire College students. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Start Date: 26 August 2021

Salary: £17,036 to £20,650 per annum, depending on the number of teaching hours (pro rata for part-time).

PGCE: This role will be in conjunction with a Professional Graduate Certificate in Education (PGCE) course awarded by Canterbury Christ Church University. Weekly lectures and workshops take place at Reigate College from 6.00pm to 9.00pm on Monday evenings.

The College will pay for the full PGCE course fees, over the two years of the course.

Duration: This role is fixed-term, for 2 years. There is no guarantee of a permanent role at the end of this period.

Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

Staff survey results for 2020 stated that:

- ✓ 100% of staff are proud to work at Woking College.
 - ✓ 99% agreed that leaders are considerate of staff wellbeing.
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- We are an open access, caring and inclusive community, where leaders place a strong emphasis on staff wellbeing
 - A positive approach to staff development; including regular cross-College sharing best practice sessions
 - Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium
 - Regular whole-College communication including weekly staff briefings
 - Regular departmental meetings to ensure support and share departmental best practice
 - Excellent student behaviour and productive working relationships with the Student Union
 - Excellent links with local schools, businesses and universities
 - Welcoming, friendly and approachable community, a harmonious working atmosphere
 - College laptop for teaching staff
 - Free on-site parking
 - Staffroom with free hot drinks available to all staff
 - College gym available for staff use, yoga classes, staff football (new 3G pitch)
 - Cycle-to-work scheme
 - Staff association: regular social events
 - Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/
Please note that CVs will not be accepted on their own.

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): kcr@woking.ac.uk

Closing date and Interviews: 9am, Wednesday 26 May 2021. **Applications will be considered upon receipt, and interviewed accordingly. The College reserves the right to interview in advance of the closing date, and as such candidates are advised to apply as soon as possible.**

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- a guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Informal meet with department members
- Task

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on “Keeping Children Safe in Education” September 2020
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above are available from the College's Staff Vacancies page, please use this link to access them <https://www.woking.ac.uk/about/staff-vacancies/>



Job Description

Post Title: Trainee Teacher (Full/Part-Time, Fixed-Term)

Responsible: Head of Department

Job Purpose: Teaching and developing within Curriculum Area(s) in the College

Job Responsibilities

1. To work with those teaching within the Department to create an environment in which the aims of the Department, Curriculum and College can be achieved.
2. To attend regularly meetings of the Department and, when requested, the Curriculum Area, to enable issues relating to the Department, Curriculum Area and College to be discussed.
3. To assist in the provision of appropriate courses and the promotion of activities to provide for and support the learning needs of students within the Department.
4. To fulfil one's own responsibilities as a teaching member of the Department, in accordance with the quality standards of the Department.
5. To promote:
 - i) the Department's contribution to the cross-curricular work in the College
 - ii) the opportunities offered by the Department to students not taking an examination course.
 - iii) the use of ICT in the classroom teaching and learning.
6. To work to improve one's professional performance by taking advantage of the department's opportunities to develop skills and broaden experience and participating in the College's appraisal arrangements.
7. To assist in managing effectively and efficiently the physical resources of the Department. In particular, to:
 - i) consider the use of accommodation and to make recommendations to the Head of Department for its continued and improved use
 - ii) suggest suitable items for departmental expenditure
 - iii) observe the College's health and safety policies and encourage safe working practices.
8. To assist in the arrangements within the Department for the induction of students and monitoring progress, offering guidance to students where necessary and liaising with parents where appropriate.
9. If required, to be a personal tutor, and subject to timetabling, to meet the responsibilities defined by the College for personal tutors and be answerable in that context to the Principal.
10. To assist in the arrangements made for students to receive advice on courses in Higher Education and Career opportunities related to, or progressing from those in the Department, ensuring that references are produced when requested.
11. To assist in the setting up and organisation of College examinations in the subjects covered by the Department and assisting, where necessary, the Examinations Officer in the supervision of public examinations.

12. To ensure that departmental records are kept up to date. To share in the recording and analysis of internal examinations, Alps and external examination results and, with the Head of Department, take whatever action is necessary to sustain and improve performance by students.
13. When necessary and appropriate, to represent the Department at meetings and to publicise the work of the Department at the various events in the College and its partner schools.
14. To act at all times in accordance with the College's Equality & Diversity policies.
15. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.
16. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
17. To take part in the training programmes provided by the College and agree to the process of professional reviews.
18. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

Trainee Teacher (Full/Part-Time, Fixed-Term)

The person appointed will be expected to have:

- An understanding and support for the ethos of the College.
- The potential to teach up to Level 3 in relevant Vocational and A Level subject(s).
- Passion for the subjects they aim to teach and for education in general
- A commitment to the principle of continuous improvement for themselves as a professional and for all of their students
- Suitable qualifications – educated to degree level in appropriate subject.
- Positive interpersonal and team working skills
- Applicants who do not have a teaching qualification must be willing to embark on a training course leading to a teaching qualification whilst with us.

The following are desirable for this role:

- A knowledge of the 16 - 19 curriculum, and an awareness of the needs of students in this age range.
- Potential to mark and assess written work with examination board criteria.