

**Teacher of Biology (Full-time or substantial part-time)**

Due to expanding our course offer and a sustained increase in student numbers an opportunity has arisen to join a successful and growing department as a full time or substantial part-time teacher of Biology from **26th August 2025**.

Applications are also welcome from teachers who would prefer to combine biology teaching with a related subject such as Health, Sport or Physical Education.

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 a well-qualified, innovative and enthusiastic 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 Wednesday 26th February 2025**

Interviews are currently scheduled for **Thursday 6th March 2025** and candidates will be notified by email and/or phone. 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 and we would like to thank you for your interest in the College.



**DEPARTMENT OF BIOLOGY Head of Department:** Nardie Hanson

**Courses offered:**

**Biology Biology**

AQA Human Biology Eduqas: A Level

The department presently contains 2 members of staff with courses being available to students in A Level Biology. We are starting the AAQ in Human Biology from Sept 2025.

Biology is the most popular science at the College with five groups of students having enrolled in September for the Eduqas A level Biology. The course continues to grow year on year. Many of our students wish to progress into higher education and are keen to enter careers that are related to the subject. We are continuing to develop links with higher education and professions, to offer students greater insight into the opportunities available. In terms of content, the A level course is linear and covers topics as wide ranging as Biochemistry, Evolution, Genetics, and Physiology of Biological Systems.

We have recently extended our science facilities, and the Biology Department has two dedicated laboratory classrooms within the College and one Biology technician for preparation work. Each modern laboratory is fully equipped for practicals and has a teaching point comprising of a computer and data projector. There is a computer suite on the top floor of the science block. Students may be issued with their own copy of textbooks along with classroom sets being available. The College Learning Resources Centre has further study aids in the form of textbooks, reference books, DVDs, periodicals and e-learning access.

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. We use a flipped learning approach to homework, which means students see the content twice as a look ahead before the lesson and then in the lesson with guidance from the teacher. This allows for more time for application of understanding and practical exploration of the content. Microsoft Teams is integral to learning in the Biology Department. Here, resources, past exam papers, the course specifications and assignments can be found. Students are taught and supported in groups, on a one-to-one basis and in bespoke workshops.

| 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 school teachers. |
| **Start Date** | **26th August 2025** |
| **Status** | Permanent full-time/ substantial part-time post in the College’s teaching staff structure. |
| **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 are enclosed. Annual pay progression, where relevant, will be directly linked to acceptable appraisal outcomes via the colleges’ annual appraisal process. |
| **Hours of Work** | 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 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. We recognise that commencing a teaching career is both an exciting and challenging time. 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. |
| **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:** To teach students according to the College timetable so as 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 record the issue of books and other College equipment to students at the start of the course and to collect them in as necessary.

5. 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.

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

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

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

9. 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.

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

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

12. 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.

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

14. To contribute to all appropriate Quality Assurance processes.

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

16. 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.

17. 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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| **Requirements** | **Essential/Desirable** | **Assessment methods** |
| **Education / training** | **Essential**  A degree or equivalent academic qualification in the relevant subjects  A Level 5 teaching qualification eg PGCE, DTLLS | A, Q |
| **Knowledge/ Experience** | **Essential**  A good knowledge oF the relevant subject matter  Successful professional training or commitment to the process  Excellent teaching skills and successful classroom management  A record of good success rates and value added or evidence of skills and knowledge likely to promote these | A, R, I, T  A, R, I  A, R, I, T  A, R, I  A, R, I  A, R, I |
| **Desirable**  Successful experience in using Microsoft Teams  Interested in the possibility of doing workshops and extra/supra-curricular activities |
| **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 English  Ability to work successfully with others individually and as part of a team  Consistent approach to dealing with staff and students  Commitment to the use of ICT to enhance learning | R, I, T  R, I, T  R, I, T  R, I, T  R, I, T |
| **Other factors** | **Essential**  Demonstration of effort and commitment  A reflective approach to teaching & learning  Ability to carry out administration effectively  Willingness to take full part in extra-curricular activities including trips and visits  Initiative, drive and enthusiasm  A willingness to actively promote equality and accept and value individual differences | R, I  A, R, I  A, I  A,I  A, R, I  R, I |

Key: A = Application form, R = Reference, I = Interview, T = Teaching activity/discussion Q = Qualification

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.

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