

4th May 2018

Dear Applicant,

Thank you for your interest in the post of **Temporary Part-time Teacher of History**.

The following documents will assist you in your application:

- Job Description and Department information
- Summary of Terms and Conditions for Teaching Staff
- Teacher pay scale
- Application and Monitoring Form

The application pack is available to download from the vacancies section of the College website <http://www.godalming.ac.uk/about-us/vacancies> and as a hard copy from Personnel Services – personnel@godalming.ac.uk

The closing date for receipt of applications is **10am Tuesday 15th May**.

Completing your application

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

Returning your application

You may return your application form either by post or by e-mail as an attachment to personnel@godalming.ac.uk

Short-listing and interview arrangements

Since we will not be able to respond to all applicants, if you have not been contacted by **21st May**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact Personnel Services if you would like to enquire about the progress of your application. **We plan to hold interviews during week commencing 21st May and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young
Principal

Teacher of History (Maternity Cover Contract)

The College wishes to appoint a suitably qualified and enthusiastic Teacher of History, to cover maternity leave on a part time basis for approximately 10.5 hours per week (0.45 full time equivalent.) It is envisaged that the post will last for up to one year.

The History and Politics Department

- The History and Politics department is housed in a suite of purpose-built teaching rooms equipped with data projectors and ILT facilities, and adjacent to a departmental office and workroom.
- The emphasis of the department is to encourage students to achieve academic excellence and work with enthusiasm on their chosen courses. The department is keen to develop further appropriate use of ILT as a means of meeting the individual learning needs of students.
- The department has regularly participated in a variety of enrichment activities including student conferences, residential and study visits and organising visiting speakers.
- The student achievements across all courses have been outstanding in recent years and the department was awarded a Grade 1 in recent rounds of self-assessments by the validation panel, as well as being graded as outstanding by Ofsted in 2005.
- The staff in the department work closely together with an emphasis on sharing good practice and resources, and regular team meetings, both formal and informal.

Departmental Profile

CURRENT STAFF	<ul style="list-style-type: none"> • Jonathan Sparshott (Head of Department) • Laurie Huggett-Wilde (Second in Department) • Josie Gadsby • Anthony Kirby • Ruth Nixon • Patricia Shepherd • Imogen St George • Edward Sylvester • Alex Winfrow
COURSES	<p>AS and A Level History (OCR) Two courses:</p> <p>Course A: Early Modern ‘Revolutions and Rebellions’ – with Upper Sixth Coursework.</p> <p>Course B: Modern ‘Democracy and Dictatorship’ – with Upper Sixth Coursework.</p> <p>AS and A Level Politics (Edexcel)</p> <p>AS and A Level Ancient History (OCR)</p>
EXAMINATION RESULTS	<ul style="list-style-type: none"> • Full details of college examination entries and results can be found in the Courses section of the college website: • www.godalming.ac.uk

Job Description – Subject Teacher

This document summarises those professional duties that would typically be expected of a subject teacher. Not every duty will necessarily be relevant to every post; part-time teachers will be expected to carry out these duties pro-rata according to the numbers of hours employed and the numbers of students taught.

TEACHING

- Planning and preparing schemes of work and lessons to facilitate student learning
- Teaching and supporting learning according to individual student needs
- Setting and marking of work to be carried out by the student in college and elsewhere
- Assessing, recording and reporting on the development, progress and attainment of each student

STUDENT WELFARE AND SUPPORT

- Promoting the general progress and well-being of students through both individual and group support
- Providing guidance, consultation and advice to students on educational matters and on their further education and future careers
- Communicating and consulting with the parents of students and prospective students including attendance at Parents' Evenings and Open Evenings
- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere

APPRAISAL AND STAFF DEVELOPMENT

- Participating in arrangements made for the appraisal of one's own performance and that of other staff as appropriate
- Reviewing from time to time methods of teaching and programmes of work
- Participating in arrangements for further training and professional development

ADMINISTRATION AND OTHER DUTIES

- Attending and participating in meetings relating to the curriculum, administration or organisation of the College
- Preparing students for public examinations and supervising during such examinations
- Supporting and assisting the Head of Department in departmental developments, the selection and professional development of other teachers and support staff, and the induction and assessment of new teachers
- Participating in administrative and organisational tasks related to those duties described above, including registering the attendance of students and the ordering and allocation of equipment and materials as appropriate

SAFEGUARDING

Godalming College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment as outlined in our Child Protection Policy.

This job description is intended as a guide. The post-holder will be expected to carry out any other tasks which may reasonably be assigned and which are consistent with the overall scope and purpose of the job.

Person Specification – Subject Teacher

This document describes the type of person that we would expect to apply for one of our teaching roles. It provides an objective means of comparing candidates during the selection process. It should not be regarded as a comprehensive list of all that is relevant, nor will it necessarily be expected that the successful candidate will display all of these features.

QUALIFICATIONS

Applicants should have:

- A degree or equivalent professional qualification in the subject to be taught, or in a closely related subject

And ideally have:

- Qualified Teacher Status (including being a newly qualified teacher)

Opportunities are available for Applicants without a teaching qualification to follow a training course leading to a teaching qualification whilst with us.

EXPERIENCE

Applicants who have previously taught will usually be expected to have:

- taught students of a similar age and at a similar level, e.g. taught 16-18 year olds at A level
- a record of high student achievement through their own teaching

SKILLS & QUALITIES

- Enthusiasm for the subject and an ability to deliver it in an engaging and imaginative way
- Interest in students as individuals including advancing their learning and being involved in other aspects of their development. This may include being a Personal Tutor, or working in areas such as key skills or core studies
- Commitment to ongoing professional development including familiarity with curriculum developments in the subject area
- Excellent communication and presentation skills, both written and oral
- Good IT skills or a willingness to develop them and an appreciation of the contribution of ILT to learning
- Ability to relate well with students and develop good working relationships with other staff

THE COLLEGE

Godalming College is one of the best performing sixth form colleges in the country and a great place to study and work. In each of the last five years the College has achieved at least a 99% pass rate and a 60% A*-B grade rate at A level. Value added scores are excellent and the College is rated Outstanding in all areas by Ofsted. Recently published statistical evidence shows how Godalming College students outperform other organisations in both the state and independent sector using indicators such as average point score and university progress.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. It is guaranteed that students will enjoy a stimulating, lively and challenging learning and social experience; they will be treated as adults by specialist and dedicated teaching staff in facilities that have seen major investment over many years. We have recently completed a £14m building programme creating a new English and Modern Foreign Languages block, Media suite, new netball and tennis courts and an 11 acre site for Rugby and Football pitches.

The College employs around 200 teaching and support staff on both a full and part-time basis.

OFFERS OF EMPLOYMENT

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK check and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

SALARY

Salaries are paid according to the Sixth Form College Teachers' pay spine and the Godalming College Single Leadership spine plus Fringe Allowance. The Corporation reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1st September. Incremental progression is subject to satisfactory performance review as outlined in the College's Staffing and Remuneration Policy.

WORKING HOURS

Full-time teaching staff have a time-tabled teaching commitment of 23.5 hours plus almost 9 hours directed time per week. Part-time staff will normally be appointed for a pre-determined number of time-tabled hours with an additional proportionate directed time element. In addition, a teacher will be expected to work such additional hours as may be needed to discharge their duties effectively including, in particular, the marking of student work, the writing of reports on students, preparation of lessons, teaching material etc.

COLLEGE YEAR & TERM DATES

The College year runs for a period of twelve months from 1st September-31st August although the official start of the Autumn term varies.

PENSION

The Teachers' Pension Scheme provides a full range of benefits and full details can be found on their website <https://www.teacherspensions.co.uk/>

STAFF DEVELOPMENT & TRAINING

The College recognises the importance of the continued development of its staff and is committed to the support and promotion of staff development and training activities for all categories of staff.

OTHER INFORMATION

The College is within walking distance of Godalming Town Centre and the Railway station which serves the main London-Portsmouth line (South West Trains). Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus. There is a Restaurant that provides a range of hot meals, salad bar and sandwiches. There is also a Snack Bar and mid-morning catering service available in the Staff Room. An indoor sports facility, including a gym with fitness training equipment, is available for staff use between the hours of 8am – 5.30pm (when not being used for teaching purposes).

Godalming College Teacher Pay Spines - 1st September 2017

a) SCA National Spine (NSP)

NSP1	£23,395
NSP2	£24,946
NSP3	£26,604
NSP4	£28,371
NSP5	£30,255
NSP6	£32,265
NSP7	£34,071
NSP8	£36,335
NSP9	£38,747

b) Godalming College Single Leadership Spine

A	L1	£39,263
	L2	£39,930
	L3	£40,609
B	L4	£41,299
	L5	£42,002
	L6	£42,716
C	L7	£43,442
	L8	£44,181
	L9	£44,931
D	L10	£45,695
	L11	£46,472
	L12	£47,262
E	L13	£48,065
	L14	£48,882
	L15	£49,714
	L16	£50,558
	L17	£51,418
	L18	£52,292
	L19	£53,181
	L20	£54,085
	L21	£55,005

Plus Fringe Allowance £1004

c) Godalming Responsibility Allowances

R1	£516
R2	£1,183
R3	£1,862
R4	£2,552
R5	£3,255

R1 = L1 less NSP9, R2 = L2 less NSP9 etc