



## APPOINTMENT OF COURSE LEADER OF COMPUTER SCIENCE - REF 231139

Runshaw College has long been recognised as one of the most successful colleges in the country, renowned locally and nationally for our exceptional results, friendly and supportive culture and focus on putting the student at the heart of all that we do.

Our shared vision provides the focus for our work: to be a Great Place to Study, a Great Place to Work, and a Great Place for Partnerships and the Community. Please see the [Strategic Plan](#) on the college website, for full details of our vision and objectives.

We are inviting applications from talented and experienced Computer Science teachers to be the next Course Leader for A Level Computer Science at Runshaw College. The successful candidate(s) could also deliver on other courses from our provision, dependent on experience and skills.

This is a truly exciting time to be joining the Digital team at Runshaw. With investment from the Strategic Development Fund and through working alongside Lancashire Chambers of Commerce and their Lancashire Local Skills Improvement Plan, we have recently launched our Centre of Digital Excellence, enabling us to further extend our range of Digital provision. You will be joining a high performing team that puts all our learners – 16-19 and adult – at the heart of everything we do. You will be enthusiastic, committed to continuous improvement, and motivated to engage in further career development in subject knowledge, pedagogy, and links with industry.

As an individual you will be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Runshaw College is proud to be a great place to work. Our Leyland campus is home to over 5000 learners and 650 staff. Our staff community is thriving, and we respect the diverse experiences of all individuals who support each other towards shared goals through effective teamwork and collaboration. We value our staff and learners highly, and invest heavily in their development, support and wellbeing. Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District.

Runshaw College is at an exciting stage in its development. We are making significant and rapid improvements following our Ofsted inspection in March 2022 (graded "Good" for Overall Effectiveness) and are on a short journey to achieve an "Outstanding" grade for all provision types, once again. We have every reason to be confident about our future.





As a Beacon College with exceptional financial management, we have invested heavily to ensure that we have the facilities that both our current and future learners deserve whilst maintaining secure financial health.

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. As a teacher, you will be supported by:

- Working alongside Progress Mentors to follow up pastoral issues and maximise academic performance
- Sympathetic timetabling to avoid a spread of too many different courses and levels and the inclusion, where possible, of repeat lessons
- 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 learners for their learning
- The use by each teaching team of common planning documentation and shared teaching and learning resources which have been developed by the team
- Significant in class support from education support workers
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners
- An invigilation team which means that teaching staff are not regularly involved in the invigilation of external examinations
- A comprehensive professional development programme which includes in-house provision as well as externally organised events, to support and develop teaching and learning skills for all teachers
- A whole-college focus on the development of highly effective teaching methodologies and curriculum development
- A college ethos and mission which focuses on valuing learners as individuals and supporting them to fulfil their potential – "We believe education changes lives, so we put teaching, learning and the needs of our learners first".





**Taking Teaching Further is a national initiative funded by the Department for Education to attract and provide early career support to those with relevant knowledge and industry experience to retrain as FE teachers. In addition, eligible recruits will be able to access a £6,000 incentive payment if recruited to teach in a hard to fill subject (digital; construction and the built environment; engineering and manufacturing; and maths). Further information is available at [Taking Teaching Further programme - GOV.UK \(www.gov.uk\)](https://www.gov.uk)**

We seek to recruit someone who shares our college values which inspire us all in our everyday work. When we created them, we all had a voice in shaping our values and we're proud of what we came up with together; Dedication, Enjoyment, Excellence and Respect. Our values are important to us all and drive everything that we do and believe.

Whether you are looking for professional development, career progression opportunities, staff benefits or simply want to work for a highly successful organisation, Runshaw College is the place for you. We look forward to receiving your application.

Andy Alston  
Head of School – Digital Technologies  
[Alston.a@runshaw.ac.uk](mailto:Alston.a@runshaw.ac.uk)





### JOB DESCRIPTION

<b>JOB TITLE:</b>	Course Leader of Computer Science
<b>REF:</b>	231139
<b>UPDATED:</b>	November 2023
<b>ACCOUNTABLE TO:</b>	Head of School of Digital Technologies
<b>ACCOUNTABLE FOR:</b>	Leading the delivery of an outstanding learner experience; ensuring all students succeed on their learning programme and achieve their full potential

The description of key duties is a guide to the work that you will initially be required to undertake, as directed by your line manager. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

In addition to your teaching duties (outlined in the teacher job description), you will be required to carry out the following:

KEY RESPONSIBILITIES	
<b>Teaching &amp; Learning Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Plan, prepare, teach and assess courses as required, to a consistently high standard, to meet the needs of all learners</li> <li>▪ Have high expectations of learners and effectively develop their behaviour to create and foster a productive learning environment</li> <li>▪ Develop and maintain productive and respectful relationships with learners, knowing them as individuals and supporting them to explore their interests, find their passion and achieve their personal ambitions</li> <li>▪ Develop high quality and engaging resources to support learner learning</li> <li>▪ Develop and apply motivational, coaching and non-cognitive skill development strategies to help learners progress and achieve</li> <li>▪ Contribute to up-to-date Information, Advice &amp; Guidance (IAG) for learners, across the full range of intended destinations, so that they can make informed progression choices</li> <li>▪ Consistently deliver high quality learner-centred teaching and learning strategies, which contribute to very strong attendance, retention, achievement and progression</li> <li>▪ Check learners’ understanding effectively and provide them with clear and regular feedback to help them improve; providing swift interventions for any learner who falls behind</li> </ul>





KEY RESPONSIBILITIES	
	<ul style="list-style-type: none"> <li>▪ Maintain a working knowledge of current industry standards and practices in the specialist area of Programming, Software and Web Development</li> <li>▪ Undertake regular monitoring and assessment of learners' work and maintain up-to-date and accurate records of their progress and achievement</li> <li>▪ Work with colleagues, parents, carers and external agencies as necessary to support learners effectively throughout their time at college</li> <li>▪ Actively seek and respond to learner feedback to further enhance their learning experience</li> <li>▪ Plan and deliver enrichment and industry-based activities including accompanying learners on external visits and trips to enhance learners' learning experience, wider skills (including mathematics, English, digital and employability skills) and progression opportunities</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>▪ Fully engage with marketing and recruitment activities; engaging and enthusing prospective learners and ensuring they enrol on the right learning programme</li> <li>▪ Forge partnerships and proactively engage with external stakeholders such as employers, universities and schools to gather up-to-date information to shape and develop the curriculum</li> <li>▪ Engage in curriculum planning and development activities, individually and as a team, to further develop the curriculum to meet local, regional and national needs</li> </ul>
<b>Quality</b>	<ul style="list-style-type: none"> <li>▪ Take responsibility and be accountable for the learner experience and outcomes of learners in your groups</li> <li>▪ Ensure all administrative tasks such as the completion of progress reporting, auditable documents (e.g. registers) are completed accurately, in a timely manner and to a high standard</li> <li>▪ Participate in standardisation and moderation as required</li> <li>▪ Maintain an up-to-date understanding of regulatory requirements (e.g. Ofsted's Education Inspection Framework), and be confident to articulate how your curriculum area meets these requirements</li> <li>▪ Be actively involved in the college's continuous improvement culture, participating effectively in the relevant quality systems</li> </ul>





KEY RESPONSIBILITIES	
	<ul style="list-style-type: none"> <li>▪ Follow all processes relating to qualifications, examinations and external assessments including registration and submissions to awarding organisations, liaison with the college exams team, moderators and external verifiers in accordance with college policy</li> </ul>
<b>Course Leader (Curriculum Improvement Team Leader)</b>	<ul style="list-style-type: none"> <li>▪ Lead and monitor the Curriculum Improvement Team to fulfil their responsibilities, as outlined in their Teacher Job Descriptions, for:                             <ul style="list-style-type: none"> <li>○ Teaching &amp; Learning Responsibilities</li> <li>○ Curriculum Development</li> <li>○ Quality</li> </ul> </li> <li>▪ Lead and coordinate colleagues contributing to the teaching of the curriculum area, building and contributing to a sense of cooperation and teamwork.</li> <li>▪ Organise, lead, and contribute to regular CIT meetings, and attend and contribute to other cross college meetings as required.</li> <li>▪ Ensure that all planning documentation is completed to a high standard and regularly reviewed and updated.</li> <li>▪ Lead rigorous quality improvement by completing course review documents, setting, monitoring, and evaluating targets and tasks of the curriculum team.</li> <li>▪ Lead internal verification, standardisation, and moderation activities.</li> <li>▪ Lead curriculum intervention strategies to ensure swift interventions improve the performance and conduct of students as required.</li> <li>▪ Take responsibility for ensuring that student voice is collected in a variety of different ways and act promptly on areas for improvement that may emerge.</li> <li>▪ Lead the team in maintaining up to date knowledge of developments in pedagogy, subject knowledge and industry updating, and apply these to the curriculum.</li> <li>▪ Support the appointment of new and promoted teaching staff within the area.</li> <li>▪ Forge partnerships and proactively engage with additional external stakeholders including colleagues at Partner High Schools (the Teachers' Alliance) and at other local and national colleges.</li> <li>▪ Undertake other reasonable responsibilities commensurate with the role of a CIT Leader.</li> </ul>





KEY RESPONSIBILITIES	
<b>College Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Support the college’s mission, vision, values and strategic objectives, acting as a role model for learners</li> <li>▪ Do the right things at the right time for the right reason, always acting in the best interests of learners and behaving ethically at all times</li> <li>▪ Attend and contribute to all Curriculum / Continuous Improvement Team (CIT) meetings to plan, review and share best practice</li> <li>▪ Value and champion diversity, equality of opportunity, inclusion and social equity</li> <li>▪ Be involved in the promotion and marketing of courses and in the recruitment of learners, engaging and enthusing prospective learners</li> <li>▪ Work within health and safety guidelines and be aware of your responsibilities for health and safety</li> <li>▪ Adhere to all college policies and procedures, including data protection</li> <li>▪ Along with all members of college staff, manage the behaviour of learners</li> <li>▪ Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults</li> <li>▪ Embrace our values of respect, enjoyment, dedication and excellence and demonstrate these in day-to-day behaviours</li> <li>▪ Support our sustainability strategy to reduce our environmental footprint</li> <li>▪ Be aware of, and responsive to, the changing nature of the college and adopt a flexible and proactive approach to work</li> <li>▪ Undertake such other duties as may reasonably be required commensurate with grade, at the initial agreed place of work or at other locations in the college catchment area</li> </ul>





## PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
<b>QUALIFICATIONS AND ATTAINMENTS</b>		
GCSE Maths and English Grade A*/9 – C/4 or equivalent	Essential	Application form
Degree in a relevant subject area and/or industry experience relevant to the requirements of the post	Essential	Application form, Interview
Teaching qualification (PGCE or equivalent), or willingness to achieve within a specified timeframe	Essential	Application form
Recent engagement with Continuing Professional Development (CPD) and/or industry updating	Desirable	Application form, Interview
<b>EXPERIENCE, KNOWLEDGE AND SKILLS</b>		
Successful teaching experience of Digital	Essential	Application form, Interview
Up to date industry experience relevant to the requirements of the post	Desirable	Application form, Interview
Design and deliver creative and impactful lessons	Essential	Lesson Observation, Interview
Demonstrate a learner-centred approach	Essential	Lesson Observation, Interview
Excellent IT Skills	Essential	Application form, Interview
<b>PERSONAL SKILLS AND ATTITUDES</b>		
Demonstrate a passion for the transformative capacity of education to change lives	Essential	Application form, Interview
Align to Runshaw College values of Excellence, Enjoyment, Dedication, Respect	Essential	Application form, Interview
Display a positive, enthusiastic and friendly approach	Essential	Interview
Show initiative and propose/develop/test approaches to continually improve the learner experience	Essential	Interview, Task





Be organised and manage own time effectively to ensure all expected tasks are completed on time	Essential	Interview, Task
Be keen to learn new skills and undertake appropriate Continuing Professional Development (CPD)	Essential	Interview
Respect others, being polite in all communications and appreciating their skills, experiences and contributions	Essential	Interview, Task
Be a team player	Essential	Interview
Be accurate, showing appropriate attention to detail	Essential	Application form, Interview, Task
Have high standards and be conscientious	Essential	Interview, Task
Demonstrate excellent communication skills, verbally and in writing	Essential	Application form, Interview, Task
Demonstrate a commitment to equal opportunities, customer care and quality assurance	Essential	Interview
Suitable to work with children, young people and vulnerable adults	Essential	Interview, Employment Checks





**SUMMARY OF MAIN TERMS AND CONDITIONS**

<b>SALARY</b>	Up to £43,835 p.a. plus Responsibility Allowance (£3,120 p.a.) – Pay award pending
<b>WORKING HOURS</b>	37 hours
<b>CONTRACT TYPE</b>	Permanent
<b>PENSION SCHEME</b>	Teachers' Pension Scheme. Visit: <a href="http://www.teacherspensions.co.uk">www.teacherspensions.co.uk</a>
<b>HOLIDAYS</b>	37 days per annum plus bank holidays and up to 5 closure days (pro-rata for part-time).
<b>SAFEGUARDING</b>	<p>The successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications 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.</p> <p>Visit <a href="http://www.gov.uk/government/publications/dbs-code-of-practice">www.gov.uk/government/publications/dbs-code-of-practice</a> for a copy of the Code of Practice. Copies of the College policies are available on the College's website at <a href="http://www.runshaw.ac.uk">www.runshaw.ac.uk</a></p> <p>The DBS offers a confidential checking service for transgender applicants, giving the choice not to have any gender or name information disclosed on their DBS certificate that could reveal their previous gender identity. Contact the sensitive applications team by telephoning 0300 1061452 or emailing <a href="mailto:sensitive@dbs.gov.uk">sensitive@dbs.gov.uk</a>.</p>
<b>HEALTH</b>	Appointments are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
<b>PROBATION PERIOD</b>	This post is subject to the successful completion of a 12-month probation period

<b>CLOSING DATE</b>	12 noon, Friday 24 <sup>th</sup> November 2023
<b>INTERVIEW DATE</b>	W/c 4 <sup>th</sup> December 2023
<b>JOB PACK APPROVED BY Robert Jones</b>	9 <sup>th</sup> November 2023



# Benefits of working for us



One of our key strategic objectives is to be a 'great place to work' and we are always looking for new ways to do this. We provide an excellent reward and benefits package, along with extensive opportunities for ongoing professional development which all members of the college community can enjoy. Here is a full list of what is currently available.

## Work Life Balance

### Annual Leave:

- Generous annual leave entitlement (thirty-seven days for teaching staff, thirty-five days for management staff and up to twenty-five days for support staff). This entitlement is in addition to the normal eight annual bank holidays, with an extra five days or more allocated for the Christmas closure. Entitlement is pro-rata for part-time staff.
- The opportunity, as part of the 'HolidayPlus Scheme', to purchase up to 10 days' additional and unpaid leave in the leave year (subject to line manager approval).

### Family Friendly:

- A range of policies to assist staff in working flexibly to ensure a good work life balance and to support their wellbeing which includes Special Leave, Career Break and Flexible Working (role dependent).
- Enhanced occupational maternity, adoption and paternity pay.
- Proud to be an employer who is committed to and 'Happy to Talk Flexible Working'.
- 30% discount off FUNDA children's holiday club which provides on-site Ofsted approved childcare.

## Professional Development

- A structured induction programme that covers important aspects such as Safeguarding, Equality & Diversity and Health & Safety.

- A comprehensive professional development programme which includes in-house provision as well as externally organised events.
- Opportunities for professional updating and keeping abreast of new teaching, learning, assessment and support strategies.
- Entitlement to £100 each year to spend on a Runshaw College course for training and development, which is in addition to work-related training required for the role.
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status which is the badge of professionalism for the Further Education and Training sector, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.
- Extensive range of staff enrichment activities such as pottery, language, yoga and singing.

## Rewards and Perks

- Access to great discounts and cash back at major

- retailers, entertainment, travel, leisure and eating out at [//runshawrewards.co.uk](http://runshawrewards.co.uk) and [//discountsforteachers.co.uk](http://discountsforteachers.co.uk)
- College supplied Microsoft Office Licence, and Anti-Virus including for home use on personal devices whilst employed by the College.
- A range of staff social events such as quiz nights, staff trips and team building events.
- Access to a college laptop, which can also be used for a reasonable amount of personal use.

## Financial

### Occupational Sick Pay:

- A generous sick pay scheme, providing staff with up to 26 weeks at full pay, with a further 26 weeks at half pay, depending on length of service.

### Pensions:

- Membership of a career average defined pension scheme, either:
  - Local Government Pension with College contributions of up to 17.60% of your salary into your pension pot
  - Teachers' Pension Scheme with College contributions of up to 23.68% of your salary into your pension pot
- Tax relief on the contributions paid.
- Ill-health retirement benefits if seriously ill and unable to work.
- Financial security, with immediate life cover and a



pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of death in service.

- Flexibility to pay more or less contributions.
- Flexible retirement options with the freedom to choose when to take your pension between age 55 and 75 years.
- Further information about both pension schemes along with the significant benefits of being a member, is available at:  
[//yourpensionservice.org.uk](http://yourpensionservice.org.uk)  
[//teacherspensions.co.uk](http://teacherspensions.co.uk)

**Pay and Progression**

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus cost-of-living increases (this is considered on an annual basis).

**Recognition and Celebrations**

- A Long Service Award for staff who have achieved 15 years' service, and then each subsequent 5 years, of continuous employment with the College. This is presented in the form of a gift voucher
- Team Excellence and Staff Excellence Awards to recognise the good work of individuals and teams.
- Recognition fund for each team to purchase small gifts and rewards.
- Opportunity to be involved in and celebrate a calendar of religious festivals and events.

**Health & Wellbeing Counselling Service:**

- Access to a free, independent and

confidential 24/7 telephone counselling service to support employees through crisis or persistent work or personal issues.

- Face to face counselling and 'supervision'.

**Employee Assistance Programme:**

- Help with issues that could affect your life inside or outside of work for you and your family including access to highly experienced and professionally trained advisors offering debt, health and legal advice.
- Free webinars on a range of topical health and wellbeing issues.
- Access to an extensive range of health and wellbeing resources.

**Health:**

- Access to a 24/7, 365 days-a-year GP consultation service who can provide expert medical advice for staff and immediate family, including issuing private fit notes.
- Cycle to Work Scheme which promotes cycling through tax incentives which provide great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccination providing good seasonal protection against all strains of flu.
- Access to healthcare treatment through a BHSF Cash Plan, claiming cash reimbursement towards the cost of your everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening

and support including podiatry, physiotherapy, hearing tests and health checks.

- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Provision for identified 'users', under the Health and Safety Display Screen Equipment Regulations, with reimbursement for regular eye tests and a contribution towards the provision of spectacles for DSE use.

**On-site Facilities**

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Access to Contemplation and Faith facilities.
- Outstanding library facilities for staff and students to use.
- Dedicated Staff Lounge and well-equipped workrooms
- Beautiful campus, which is full of wildlife!

