

THE SCHOOL OF IT & COMPUTING
APPOINTMENT OF TEACHER OF COMPUTER SCIENCE
& DIGITAL (0.8) – REF 201143
TEMPORARY UNTIL JULY 2021

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

We value our staff and students 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.

We are seeking an enthusiastic and outstanding classroom practitioner to join our high-performing Computing team. The successful candidate will have experience of teaching Vocational or Adult courses at L1 and 2.

The school of IT & Computing offer a wide range of provision including Apprenticeships at L3 and L4, A Levels, Vocational qualification at L1, L2, L3 and adult FE qualifications. The school consists of a team of ten highly experienced tutors and assessors.

The school is managed by the Head of School and works collaboratively with the Heads of Studies and the Director of School, Employer and Community Relationships to ensure that we have a very high quality apprentice and employer experience.

We are grateful for your interest in the College and hope that having read this information, you will be encouraged to apply. We very much look forward to receiving your application.

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Andy Alston
Head of School – IT & Computing
Alston.a@runshaw.ac.uk

Runshaw Vacancies

JOB DESCRIPTION

JOB TITLE: Teacher of Computer Science and Digital (0.8) - 201143

UPDATED: November 2020

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 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TEACHING RESPONSIBILITIES |
| <ul style="list-style-type: none">• Plan, prepare, teach and assess as required by your line manager |
| <ul style="list-style-type: none">• Develop resources for to the course/subject including maintaining effective links across College for resources |
| <ul style="list-style-type: none">• Deliver enrichment and enhancement activities including accompanying students on external visits |
| <ul style="list-style-type: none">• Be up to date in teaching and your subject area |
| <ul style="list-style-type: none">• Maintain a working knowledge of current industry standards and practices in the specialist area of <i>Programming & Software Development</i> |
| STUDENT RESPONSIBILITIES |
| <ul style="list-style-type: none">• Manage the behaviour and discipline of students |
| <ul style="list-style-type: none">• Track and Monitor students' performance |
| CURRICULUM DEVELOPMENT |
| <ul style="list-style-type: none">• Engage in Curriculum development activities, individually and as a team to develop and improve the curriculum |
| <ul style="list-style-type: none">• Be responsible for curriculum planning, development and implementation in your course/subject |
| QUALITY |
| <ul style="list-style-type: none">• Be actively involved in the College's continuous improvement culture |
| <ul style="list-style-type: none">• Participate in standardisation and moderation as required |

Runshaw Vacancies

ADMINISTRATION

- Maintain comprehensive, up to date, course/subject records

ROLE SPECIFIC

- Contribute to the teaching and development of the courses for which you deliver
- Promote the development of teaching methodologies in your subject area
- Be prepared to teach other subjects if required after consultation and in line with existing qualifications
- Prepare, co-ordinate and assist in the preparation of resources for the courses you deliver
- Identify and share good practice, in terms of pedagogy and curriculum specialism
- Develop relationships with external organisations and employers in relation to your subject specialism
- Deliver regular CPD sessions within the school to support the upskilling of team members with regard to your subject specialism
- Undertake project work as required and directed by Head of School

COLLEGE RESPONSIBILITIES

- Participate in appraisal and professional development activities as required
- Value diversity and promote equal opportunities
- Work within health and safety guidelines and be aware of your responsibilities for health and safety

Runshaw **Vacancies**

- Adhere to College policies and procedures, including data protection
- Share in the corporate responsibilities for the wellbeing and discipline of all students according to college guidelines
- Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults



Runshaw Vacancies

PERSON SPECIFICATION

| CRITERIA | ESSENTIAL or DESIRABLE | ASSESSED BY |
|------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------|
| QUALIFICATIONS AND ATTAINMENTS | | |
| GCSE Maths and English Grade A*/9 – C/4 or equivalent | E | Application form/Interview |
| Certificate in Education, PGCE or equivalent | D | Application form |
| A willingness to achieve a Certificate in Education, PGCE or equivalent within a specified timescale | E | Interview |
| Degree in a relevant subject area | E | Application form |
| A willingness to undertake Continuous Professional Learning (CPL) | E | Application form/Interview |
| TRAINING, EXPERIENCE AND KNOWLEDGE | | |
| Successful teaching experience | E | Application form, Interview and Lesson Observation |
| Demonstrate a student centred approach to teaching | E | Lesson Observation/Interview |
| Demonstrate a strong record of student achievement | E | 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

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|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SALARY | Up to £25,644 p.a., (FTE £32,056) 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 29.6 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 | <p>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.</p> <p>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.</p> <p>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</p> |
| 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. |

This post is temporary until July 2021.

Deadline for receipt of application forms is midday Friday 27th November 2020.

Approved: A Alston

Date: 11/11/20