



RECRUITMENT PACK

Teaching Staff



Bolton Sixth Form College  Tel: 01204 846215  Email: enquiries@bolton-sfc.ac.uk

A message from the Principal

Thank you for expressing an interest in applying for a position at Bolton Sixth Form College.

Bolton Sixth Form College was formed on 1 August 1998 following the merger of North Bolton Sixth Form College and South College, Bolton. The College has occupied its current Town Centre location since September 2010 and this new purpose built campus accommodates around 1500 students. The curriculum is predominantly Level 3 provision of A Levels and Vocational A Level programmes, with around 95% of students studying at advanced level. Over 40 subjects are offered at A Level plus a range of Vocational Diplomas.

The College explicitly aims to place the students firmly at the centre of its activities and applications are invited from individuals who wish to contribute to this aim. The College values the distinctiveness of Sixth Form Colleges and will strive to maintain the high quality of provision which is associated with Sixth Form Colleges nationally and which makes them popular with students and parents.

Bolton Sixth Form College is a multi-racial College (50% of its student body is made up of students from ethnic minority backgrounds) and equality of opportunity is central to the College ethos and culture. The College also recruits large numbers of students who are socio-economically disadvantaged. The College is very proud of the fact that it makes a real difference to the lives of the students, offering opportunities raising ambitions and aspirations and producing many first generation university students.

Each year around 75% of our students' progress to university and this commitment to a truly comprehensive ideal characterises the College.

The College is very well resourced with excellent equipment and materials and the latest Information Learning Technology. As the staff are our greatest asset, staff development is considered a very high priority. It is part of the College's Excellence Strategy to continue to achieve the highest standards in all aspects of College life.

If you wish to be part of a College where everyone is encouraged and expected to reach their full potential, then I look forward to receiving your application.

Stuart Merrills
Principal

Applying for jobs with Bolton Sixth Form College

All applications must be made on the College's application form – CVs will not be considered. These guidance notes have been prepared to help you in your application. Please read them before completing your application.

You must submit your completed application form by the closing date / time for the post, as any applications received after the closing date / time may not be considered.

JOB DESCRIPTION – The Job Description and Person Specification describe the duties and responsibilities of the job and the qualifications, skills, knowledge, and experience required to do the job and you are advised to read both documents along with any other information provided before completing the application form.

REFERENCES – In order to support the selection decision, two references are sought for shortlisted applicants. You are, therefore, asked to provide the names and addresses of two referees, one of whom must be your present or most recent employer. (Please provide company contact address only). If you have never worked you should identify two referees who are able to tell us about your skills, knowledge and abilities, e.g. University or College Mentor or Voluntary Work Organiser. If you are successful in being shortlisted then your referees will be contacted prior to interview.

EQUAL OPPORTUNITIES – Please complete the monitoring sheet and return it with your application to allow us to monitor the effectiveness of our policy. Reasonable adjustments will be made to the selection process for shortlisted candidates notifying the college of their needs arising from a disability.

HEALTH – If you are successful in your application, you will be required to complete a pre-employment medical questionnaire. This will be submitted to the College's Occupational Health providers who will then advise whether or not a medical examination is necessary. Please note that we ask referees about absences through illness.

SENDING THE FORM – If posting your application, would you please ensure that your completed application form is returned with the **correct postage**. No responsibility can be accepted for non- receipt of applications due to insufficient postage. Please send your form to the address specified below by the closing date on the advertisement or you can email your application to us at personnel@bolton-sfc.ac.uk

IF YOU ARE SHORTLISTED you will be contacted by letter or telephone inviting you for an interview. It is **not** our policy to acknowledge applications or to contact candidates if they have not been shortlisted. No discourtesy is meant by this. You will appreciate that our resources are channeled into student care as much as possible.

ASSESSMENT METHODS - As part of the selection process, the College may choose to use assessment exercises as well as interviewing candidates. The exercises will be relevant and appropriate to the post in question and all short listed candidates for each post will undertake the same assessments. The purpose of using additional assessment methods is to obtain more information about the abilities of each candidate. They also offer candidates the opportunity to display their skills in a wider variety of ways than at an interview alone. The range of methods may include a micro-teach, work related presentations and computer skills testing.

OFFER OF EMPLOYMENT - Applicants should be aware that if they are successful in gaining employment with the College, the offer of employment will be subject to medical clearance, clearance from the Disclosure and Barring Service and references that must be to the satisfaction of the College. To meet the requirement of the Asylum and Immigration Act you must provide proof of the right to work in this country. Other conditions of employment may include requirements such as providing proof of qualifications. The offer letter will indicate what conditions apply and if appropriate any other arrangements.

SALARY AND CONDITIONS - The contract is as advised by the Sixth Form Colleges Employers' Forum and agreed with Trade Unions. Salary will be assessed, according to qualifications and experience, on the Sixth Form College Teachers' Salary Spine and Support Staff Salary Spine.

PLEASE SEND COMPLETED APPLICATION FORMS TO:

**The Personnel Department
Bolton Sixth Form College
Deane Road
Bolton, BL3 5BU**

CAR PARKING - If you are invited to interview please be advised that the College does not have on site car parking facilities at the Town Centre Campus. There is a NCP Car Park located within the immediate vicinity - Deane Road Car Park, BL3 5DX.

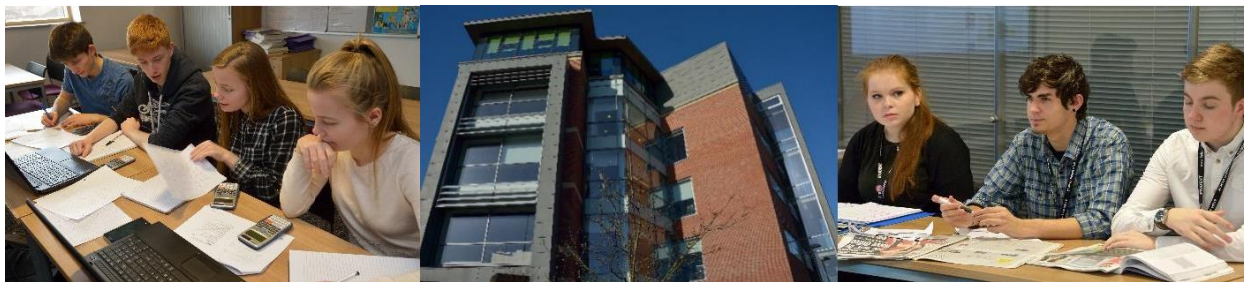
Charges are applicable as follows:

Up to 1 hour	£1.60
Up to 4 hours	£2.60

There are disabled parking bays on every level and a lift to all 5 floors.

Please note – Parking costs are not refunded from the College.

Other car parking facilities are available within the town centre area. Please go to www.carparkfinderapp.co.uk/car_parks_in_bolton for further details.



Background Information

1 Structure

The main academic roles within the College in addition to the teaching staff are:

- Heads of Department / Course Leaders
- Progress Tutors / Tutor Managers
- Vice Principal
- Principal / Deputy Principal

2 Working Day

Academic staff have a professional contract that is not always precisely defined by exact structures of work but the college adheres to the NJC Conditions of Service Handbook for teachers in Sixth Form Colleges which states:

- Teachers may be required to work for 195 days per year of which 190 days are for teaching purposes.
- Within the 195 days, 1265 hours will be reasonably allocated by the Principal.
- That in addition to the 1265 hours of directed time, a teacher will work such additional hours as may be needed to enable them to discharge their duties effectively including, in particular the marking of student's work, the writing of reports on students and the preparation of lessons, teaching materials and teaching programmes.

The 195 working days equates to 38 teaching weeks plus five additional days for staff development. The 1265 hours referred to above are normally allocated according to the following categories although this list is not exhaustive:

- Teaching (24 hours per week)
- Cover (usually no more than one period per week)
- Meetings
- Evening Events (Open Evenings / Parents' Evenings etc.)
- Training and Support activities
- Staff Development

Staff are expected to start and finish all lessons on time, following college procedure for any student absences / late arrivals to ensure student attendance is maximised.

3 The Job

As an enthusiastic practitioner with excellent subject knowledge and a proven ability to combine a strong classroom presence with excellent student achievement it is expected that all teaching staff contribute to the development of the curriculum by taking an active part in staff discussion and planning. Development of teaching materials and resources is actively encouraged and these are regularly shared between all teaching staff as examples of good practice. Teaching and Learning CPD is a priority in college and senior leaders lead on good practice in the classroom and development of shared resources and innovative approaches with regular meetings to support this commitment.

Literacy and Numeracy are integrated into all lessons, and a robust cycle of lesson observations and walk-throughs ensure that standards remain high and achieve excellent student outcomes as well as maintaining continued professional development for the individual. College expectations for students' behaviour is high and it is incumbent on all teaching staff to establish and maintain a good standard of discipline through well-focused teaching and through positive and productive relationships that are built on learning and progress. All teaching staff should set appropriate and demanding expectations for their students learning and motivation and set clear targets for student achievement. Effective marking and monitoring of students' work is essential and constructive oral and written feedback should be made available to the student within a suitable timeframe and recorded accordingly – monitoring results as appropriate.

The college actively supports personal development with many in-house opportunities on designated training days and staff are also encouraged to self-reflect on their individual performance through a college wide self-assessment programme which drives the annual College SAR looking at both achievements and quality improvement opportunities.

The College expects all its staff to act as role models for students and to represent the College in a professional manner. At a surface level, this applies to dress, appearance, tone and manner of communication and language and general professionalism in the workplace. On a more subjective level, it is about how the ethos and culture of the college is both maintained and perceived and how the staff embrace the diversity of working within a very multi-cultural environment, ensuring that equality is maintained and diversity recognised whilst not compromising on any of the outcomes or opportunities for all students.

The core competencies required to effectively fulfil the role of a teacher at Bolton Sixth Form College are laid out in the Job Description, however, we believe that the staff are our greatest asset and we aim to recruit individuals who not only meet the criteria with regards to technical ability but who have the passion and drive to embrace the culture of constant improvement / development and who truly put the student at the centre of everything.

Job Description – Teacher

The job description covers all the core competencies associated with the proper discharge of a teacher's duties at Bolton Sixth Form College. It also embraces the professional characteristics a teacher would need to demonstrate to progress up the main teaching scale pay framework as defined by the Sixth Form Colleges' Association.

Teaching staff are responsible for the effective delivery of subject area provision in the college, consistent with the aims and objectives of the college. Teaching staff are responsible to their Head of Department.

To teach effectively and create an effective learning environment by:

- Effective and thorough preparation of lessons and associated assignment in accordance with the published schemes of work
- Maintaining accurate records, regularly assessing and grading the work done by students, taking part in the arrangements for formal assessment of students and taking part in the regular assessment of students, including arrangements for individual student interviews relating to their progress and action plans. Take account of students' prior levels of achievement and use them to set targets for the tracking and securing of good qualification outcomes for students.
- Maintain a purposeful and positive working atmosphere in the classroom through the clear communication of College expectations and consistent use of College referral procedures and pastoral systems where this is necessary.
- Set appropriate standards for students' learning, motivation, attendance, punctuality, submission of work and presentation of work.
- Keep full attendance records making prompt and regular use of the College's electronic attendance system.
- Developing high quality resources and learning environment

To demonstrate high professional characteristics by:

- Undertaking professional development as appropriate
- Contributing to the development and implementation of college strategy by: Meeting regularly with the Course Leader and Head of Department, meeting regularly on a scheduled basis with the programme and department teams, taking part in the preparation and reviewing of appropriate syllabuses and schemes of work to cover the range of courses and working to improve the quality of provision for student
- Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and/or written feedback which clearly indicates strategies for improvement.
- Assess work according to subject area policies and consistently with examination and/or coursework assessment criteria.
- Liaising with other staff as appropriate, ascertaining the curriculum policy in feeder schools as directed, being informed of national and local initiatives that should determine policy for learning and teaching within the College
- Participating in systems design to assure quality and active continuous improvement
- Participating in Parents' Evenings, Open Evenings and similar events
- Contribute to College provision for enrichment activities or extra study workshop where this is consistent with individual workloads and timetables.

To demonstrate that effective learning is taking place

- To meet targets for achievement and retention as required
- To reach at least a satisfactory standard in lesson observation
- Participate in College quality assurance and self-assessment systems including the use of student feedback systems, subject area lesson observation schedules, the completion of self-assessment reports, internal inspections and the College line management system.
- Play a co-operative and supportive role within subject area teams, and the College as a whole, through the sharing of good practice, and mentoring or coaching activities for less experienced staff where this is appropriate.
- To adhere to all policies and procedures as laid down by the College
- The College takes its responsibilities regarding Health and Safety of all staff, students and visitors seriously and expects everyone to do all that is reasonably practicable to ensure a safe and healthy working environment is maintained. The College also wishes to ensure that an individual's actions do not adversely affect the health or safety of other people.
- Treat all members of the College – students and colleagues – in accordance with the requirements of the Equal Opportunities policy
- Copies of employment policies and procedures will be made available to you during the induction period and all other policies and procedures are available either on the college intranet or from the relevant department.
- This job description is designed to reflect those duties for teachers set out in the SFCA conditions of service.
- To complete training and be fully competent in First Aid and Fire Marshall duties where necessary.

Bolton Sixth Form College is committed to safeguarding children and promoting the welfare of children, young people and vulnerable adults and expects all members of staff and volunteers to share this commitment.

Person Specification – Teacher

	Essential	Desirable	Measured by
Qualifications			
Education to Degree Level or Equivalent	*		Application Form Original Certificates
Teaching Qualification	*		Application Form Original Certificates
IT qualification to L2 or higher		*	Application Form Original Certificates
Professional Experience and Knowledge			
Recent track record of excellent teaching in the subject area to A Level OR evidence of a successfully completed PGCE (or equivalent) course in the subject area	*		Application Form Interview
Familiarity with curriculum developments in the subject area	*		Application Form Interview
The ability to deliver the subject in an informative and imaginative manner	*		Application Form Interview / Micro Teach
Experience if development of ILT within the chosen subject area		*	Application Form Interview
Experience or ability to contribute to other areas of the curriculum		*	Application Form Interview
Skills and Qualities			
A positive attitude and professional approach	*		Application Form Interview
A commitment to the Ethos of the College	*		Application Form Interview
Good communication skills both written and verbal including clear presentation skills and the ability to produce clear written material	*		Application Form Interview
Excellent organisational and planning skills	*		Application Form Interview
The ability to work under pressure and meet deadlines	*		Application Form Interview
Good team working skills	*		Application Form Interview
Good interpersonal skills and the ability to liaise with staff at all levels	*		Application Form Interview
A commitment to observing the Colleges Single Equality Statement at all times	*		Application Form Interview
Additional Attributes			
Acceptable Professional Appearance	*		Interview
A flexible and enthusiastic approach to work	*		Interview
Excellent timekeeping and punctuality	*		Interview
Good health and attendance record	*		Interview
Full Disclosure clearance from the Disclosure and Barring Service / medical clearance (both will be followed up following an initial offer of employment).	*		

Thank you for your interest in Bolton Sixth Form College and we look forward to hearing from you.

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