Worthing College

February 2019

TEACHER OF COMPUTER SCIENCE AND/OR INFORMATION TECHNOLOGY
From 0.32 FTE to 1.0 FTE

Dear Applicant

We wish to recruit a teacher of **A Level Computer Science & CamTech Information Technology** to start as soon as possible or, alternatively, the start of the next Academic Year. There is also the potential for the right candidate to take on the Lead IV role for IT.

This information pack contains:

- Background to the post

- A job description – duties and responsibilities

- A person/post specification

- Information on terms and conditions including salary and remission

- Information on how to apply

THIS POST IS CURRENTLY OPEN TO INTERNAL AND EXTERNAL APPLICANTS

Application deadline

The deadline for receipt of applications and references to Human Resources is **18 February 2019.**

For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.

Interviews
The interview date will be notified to successful applicants in due course.

Thank you

Human Resources
February 2019

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Job Description

About the College

Worthing College is a very popular college with over 1450 students. Our recent Ofsted inspection judged us to be 'Good' in every respect. Our mission is to inspire, build confidence and prepare our students to live the life they want to live and is underpinned by our strong desire to become outstanding in the near future. Above all Worthing College is a very friendly place with a strong sense of purpose, where teaching, learning and student success are second to none.

Background to the post

This is an exciting time for the teaching of Computer Science and IT courses at Worthing College. Computer Science A Level was launched in September 2017. We anticipate that this will be a popular course providing opportunity for growth in future years. Vocational IT courses offered by the team are also popular in the college. This course is also going through a specification change and offers the opportunity to shape and develop a new approach to the teaching of vocational IT. The staff work very closely together and the successful applicant would be expected to work flexibly and as an enthusiastic member of the Maths and Computer Science team. Ideally the successful applicant will initially teach one class of AS computer science and one class of 1st year IT (a total of 8 hours). However this could be flexible for the right candidate.

Worthing College STEM Academy launched in October 2017 and the science and maths teams work together to offer many enrichment activities for students studying STEM subjects and also organise activities for local schools.

Job Description

Title of post:	**Teacher of Computer Science and IT**
Reporting to:	**Curriculum Team Manager for Maths and IT**
Responsible for:	**Teaching A Level Computer Science and/or CamTech IT at L3.**
Salary range:	**£22,341 - £38,131 based on the Sixth Form Colleges' spine points 1 to 6 including Professional Standards Payment awards where applicable.**
Other Information:	**The post is permanent. The post could also include the Lead IV role for IT. Please indicate in your application whether you would be interested in this role.**

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Duties and Responsibilities:

The duties and responsibilities of the post include the following:

1.   RELATIONSHIPS

The Postholder

1.1   is responsible to the Curriculum Team Manager for the curriculum area.

1.2   will make and maintain productive, professional relationships with all members of the College, colleagues from partner schools and other outside agencies, as relevant to the post.

2.   PURPOSE OF JOB

2.1   To teach Computer Science and across the full range of IT courses on offer at the college although the successful candidate may not be deployed to teach all of these in one academic year.

2.2   To contribute to the achievements of all students by maintaining the highest quality possible of teaching, learning and assessment in the subject area taught.

2.3   To work closely with colleagues and work as an enthusiastic team member to meet and exceed shared and agreed objectives**.**

3.   KEY TASKS

3.1   To plan and prepare courses and lessons including the setting and marking of work.

3.2   To take responsibility for addressing the learning needs of all students allocated to you.

3.3   To assess, record and report on the development, progress and attainment of students.

3.4   To participate as required in the arrangements for recruitment and admission of potential students.

3.5   To assist the Curriculum Team Manager in the timetabling and development of curriculum in the subject area.

3.6   To control and oversee the use and storage of books, stationery and other teaching materials, ensuring that any Health and Safety regulations are observed.

3.7   To participate as required in meetings with students, parents and colleagues.

3.8 To follow quality assurance procedures for teaching and learning as specified by the College.

3.9 To take responsibility for your own professional development and participate in the College's staff appraisal systems.

3.10 Any other task reasonably delegated by the Principal.

Please refer to the Sixth Form Colleges Teaching Staff Terms and Conditions of Service Handbook for a complete list of professional duties for Teachers.

4. SAFEGUARDING AND PROMOTING THE WELFARE OF STUDENTS AND VULNERABLE ADULTS

To take responsibility for safeguarding and promoting the welfare of all students that you come into contact with.

NB This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties and responsibilities in keeping with the nature of the post.

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Further details are as follows:

Method of assessment
A = Application   I = Interview   T = Task   HR = HR records   R = Reference

PERSON SPECIFICATION CRITERIA		
QUALIFICATIONS Education to degree level.	Essential	HR
Qualified teacher status.	Essential	HR
Higher degree/professional qualification relevant to an education provider.	Desirable	HR
KNOWLEDGE Thorough and expert knowledge of the subject area at level 3.	Essential	A, I, R
Assessment methodologies for CamTech IT L3 and AQA Computer Science.	Desirable	A, I, T
EXPERIENCE OF: Delivering the subject area at level 3.	Desirable	A, I, T
Devising teaching activities for a range of different ability students.	Essential	A, I, R
Devising or developing successful quality improvement strategies to achieve improvements.	Essential	A, I, R
SKILLS AND ABILITIES TO: Forge effective relationships with students and staff.	Essential	A, I, R
Think creatively to enable the College to achieve its mission and vision and become outstanding.	Essential	A, I, T
Monitor learning appropriately to ensure learning aims met.	Essential	A, I, T
Monitor student progress and lead successful student intervention strategies applying the disciplinary procedures as appropriate.	Essential	A, I, R
Communicate effectively (written, listening and oral) and present effectively to large and small groups.	Essential	A, I, R

COMMITMENT TO A COMMON SET OF VALUES: The College's mission and vision and the goal of becoming outstanding.	Essential	A, I, R
The role of 14-19 education in developing and improving people's lives.	Essential	A, I
Determination to promote equality of opportunity throughout all aspect of College life, including tutorial delivery.	Essential	A, I, R
Ensuring a culture of rigour and discipline throughout the area.	Essential	A, I, R
Ensuring a healthy and safe environment.	Essential	A, I, R
Continuous personal and institutional development	Essential	A, I, R,
Continuous personal and professional development.	Essential	A, I, R
High professional and personal standards of work and of conduct.	Essential	A, I, R

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Key terms and conditions - summary

1. **Contract**

The successful candidate will be offered a full or part time contract of employment with the Corporation of Worthing College as soon as possible, or from 2 September 2019.

This is a permanent post.

This post will be line managed by the **Curriculum Team Manager for Maths and IT.**

2. **Salary**

This post will be paid on a range between points 1 to 6 including Professional Standards Payment awards, where applicable. This is currently **£22,341 - £38,131** per annum full time equivalent, on the Sixth Form Colleges pay spine. The post holder will have the opportunity to move up the quoted range subject to performance using the college appraisal system.

3. **Remission**

Not applicable.

4. **Pension Entitlement**

You will automatically join the Teachers' Pension Scheme. If you do not wish to join you must opt out of the scheme.

5. **Notice Period**

Standard teacher contract terms will apply. For these purposes the Summer term ends on 31 August, the Autumn term ends on 31 December, the Spring term ends on 30 April.

6. **Other terms and conditions**

Standard teacher contract terms will apply.

7. **Annual Holiday Entitlement**

This is a term time only post. Term dates are published annually in advance.

8. Pre-employment Checks

This appointment is subject to satisfactory references, enhanced DBS (Disclosure and Barring Service) and health checks and presentation of original qualification certificates. We will always obtain references prior to interview.

9. Probation

A six month probationary period will apply to this post. As part of your probation period you are contractually required to complete the college induction programme. This is organised to inform and support you during the first few weeks of your employment at Worthing College and means you may have to attend induction training sessions outside of your usual pattern of work. **Induction will begin on your first day.**

10. Disclosure and Barring Service (DBS) check

The post is subject to an enhanced DBS check. Worthing College aims to promote equality of opportunity for all with the right mix of talents, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

However, various kinds of employment, occupations and professionals are exempted under the Rehabilitation of Offenders Act 1974. Exempted occupations include work that brings the person into contact with vulnerable groups such as young people under the age of 18 and vulnerable adults. You must therefore indicate any spent or unspent convictions on your application and, as part of the interview process you are required to say whether or not you have a pending prosecution or have ever been convicted or bound-over at a court or cautioned by the police for any offence.

Your DBS check will be processed by the college on acceptance from you of an offer of employment. You will be required to pay the full cost of your DBS check (currently £44). The cost of the check (£44) will be deducted from your first full month's salary payment unless it has already been paid by cash or cheque. You will be required to register with the DBS within 14 days of the certificate being issued (the registration fee is currently £13). Full details of this process will be provided on offer of employment. We pass this fee on, in full, to the DBS.

11. Qualifications

Candidates will be required to bring to interview evidence of any qualifications declared on their application in the form of original certificates, together with proof of identity.

12. Data Protection Act 2018

Worthing College collects information about applicants and staff for administrative, academic and health and safety reasons. Because of the Data Protection Act 2018, we need your consent and since we cannot operate effectively without processing information about you, we will need you to give your consent to process your application.

If you do not give your consent, we will be unable to offer you a post and may withdraw any offer already made.

How to apply

INTERNAL CANDIDATES

Please complete a personal statement indicating how well your experience, skills, abilities, knowledge and values meet the criteria of the person / post specification. Please address each of these clearly in your application. Please ensure this statement is no more than two sides of A4 paper.

Disability
If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the college. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.

References

All internal applicants for vacancies must ensure they provide a reference from their line manager. Please use the pro forma on the staff intranet (Sharepoint) under *'document libraries/human resources/current vacancies'*. Your line manager must complete the form and it must be received by Human Resources by the deadline shown below.

Your personal statement and reference must be sent to Human Resources and received no later than 18th February 2019.

For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.

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COMPLETING YOUR APPLICATION FORM
To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae) as we will not consider it.** It is vital that you fill in the form as fully and accurately as possible. We will pay particular attention to how well your experience and skills fit the criteria of the Person Specification. You should, therefore, make clear how you match these criteria.

Please download the on-line application form via the link on the jobs page on our website (www.worthing.ac.uk), wherever possible and return to humanresources@worthing.ac.uk.

INFORMATION FOR AGENCIES
It is our policy to recruit candidates directly from advertisement through our college website and the press, to ensure equality of opportunity.

We will not accept applications via recruitment agencies.

EQUAL OPPORTUNITIES MONITORING
The college is working to improve its equal opportunities provision. You are asked to complete these sections of the application form (although you are not obliged to do so) which asks for details of gender, age, disability and ethnic origin. It helps us to monitor our progress on achieving equal opportunities and helps us to identify any gaps or inconsistencies so that we can correct them. This information is not seen by shortlisting or interview panels.

Disability
If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the college. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.

WHERE TO SEND YOUR APPLICATION
It is your responsibility to ensure your application reaches the college by **18th February 2019.** Applications received after this date will not be considered. If you are posting your application please address it for the attention of the Human Resources Team, Worthing College, 1 Sanditon Way, Worthing, West Sussex, BN14 9FD.
(Tel: 01903 275755 Ext 424 / 425 / 426) Email: humanresources@worthing.ac.uk).

What Next?

If you are shortlisted for interview we will normally contact you by telephone and send you written confirmation. Interview dates will be notified to successful applicants shortly after the application deadline.

For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.

If you are not shortlisted for interview, we regret that due to the rising cost of recruitment and our efforts to prioritise funds towards education, it is not possible to write to unsuccessful applicants. If you have not received a reply within 5 weeks of the published closing date you should assume that you have been unsuccessful in your application. We hope this will not deter you from applying for subsequent posts which may be of interest. Please also note, the college is unable to provide interview feedback to unsuccessful candidates.

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