



## Information for applicants

Application for the Post of: **Head of Applied Science**

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is **4p.m. Tuesday 19<sup>th</sup> March 2019.**

Included in this pack is some information about the faculty, an outline job description and a person specification.

You will also find a link to the following forms which need to be completed and returned to the H.R. Department at the email address given on the forms:

1. Application Form (please do not replace with your CV)
2. Criminal Record Declaration Form
3. Equal Opportunities Policy and Form

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. If you have not heard from us within four weeks of the closing date, your application will have been unsuccessful on this occasion.

Yours sincerely

Jenny Anderson  
H.R. Manager

## Sciences at Wyke Sixth Form College

This is an exciting opportunity to work on a completely redeveloped campus with fully equipped laboratories. The college has an extremely successful science faculty and is heavily subscribed with increasing numbers. The courses currently offered within the faculty are:

A-level	Biology	12 classes
A-level	Chemistry	10 classes
A-level	Physics	6 classes
BTEC	Applied Science single award	11 classes
BTEC	Applied Science double award	4 classes
GCSE	Combined Science (Trilogy)	3 classes

Staffing across the science subjects comprises seven full time and five part time staff supported by two technicians. There are specialist staff in each area and all teachers are expected to contribute across the department according to demand and specialism.

The dedicated teaching rooms of the Ash building provide an excellent environment for teaching and learning along with well organised and up to date resources.

The science resources are on the ground floor of the Ash building and include eight purpose built laboratories, a drop-in student IT resource area and three IT teaching rooms. The level of resourcing within these rooms is exemplary. Science staff share two common workrooms within the Ash corridor.

All courses are self-assessed continually and this is reported annually. Ofsted reported the faculty as outstanding progress in all areas.

## Job Description

<b>Job Title :</b>	Teacher / Head of Applied Science
<b>Postholder's name:</b>	
<b>Reporting to :</b>	Head of Faculty
<b>Overall purpose:</b>	The following duties shall be deemed to be included in the professional duties which a teacher employed by Wyke Sixth Form College may be required to perform.
<b>Policy and procedure:</b>	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including Health and Safety, appraisal and promoting equality of opportunity.
<b>Key duties:</b>	
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>a) planning and preparing courses and lessons;</li> <li>b) teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in college and elsewhere;</li> <li>c) assessing, recording and reporting on the development, progress and attainment of students, in each case having regard to the curriculum for the College.</li> </ul>
<b>Other activities:</b>	<ul style="list-style-type: none"> <li>a) promoting the general progress and well-being of individual students and of any class or group of students assigned to you;</li> <li>b) providing guidance and advice to students on educational and social matters and on their further education and future careers; including information about sources of more expert advice on specific questions; making relevant records and reports;</li> <li>c) making records of and reports on the personal and social needs of students;</li> <li>d) communicating and consulting with the parents of students;</li> <li>e) communicating and co-operating with persons or bodies outside the college;</li> <li>f) participating in meetings arranged for any of the purposes described above.</li> </ul>
<b>Assessments and reports:</b>	Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
<b>Appraisal and Staff Development:</b>	<ul style="list-style-type: none"> <li>a) Participating in arrangements made for the appraisal of your performance and that of other staff in the light of the responsibility for the appraisal of staff that is laid on the College Principal by Article 3(2)(c) of the College's Articles of Government;</li> <li>b) reviewing from time to time your methods of teaching and programmes of work;</li> <li>c) participating in arrangements for your further training and professional development;</li> </ul>
<b>Educational methods:</b>	Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

<b><i>Discipline, health and safety:</i></b>	Maintaining good order and discipline among the students 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.
<b><i>Staff meetings:</i></b>	Participating in meetings at the College which relate to the curriculum for the College or the administration or organisation of the College, including pastoral arrangements.
<b><i>Cover:</i></b>	<p>Supervising and so far as practicable teaching any students whose teacher is not available to teach them:  Provided that no teacher shall be required to provide such cover:</p> <ul style="list-style-type: none"> <li>a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days; or</li> <li>b) where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the college for two or more working days before the absence commenced; unless: <ul style="list-style-type: none"> <li>i) she/he is a teacher employed wholly or mainly for the purpose of providing such cover ('a supply teacher'); or</li> <li>ii) the college have exhausted all reasonable means of providing a supply teacher to provide cover without success; or</li> <li>iii) she/he is a full-time teacher at the college but has been assigned by the Principal in the timetable to teach or carry out other specified duties (except cover) for less than 75 per cent of those hours in the week during which students are taught at the college.</li> </ul> </li> </ul>
<b><i>Public examinations:</i></b>	Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.
<b><i>Management:</i></b>	<ul style="list-style-type: none"> <li>a) contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and probationary teachers;</li> <li>b) co-ordinating or managing the work of other staff;</li> <li>c) taking such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.</li> </ul>
<b><i>Administration:</i></b>	<ul style="list-style-type: none"> <li>a) participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the College and the ordering and allocation of equipment and materials;</li> <li>b) attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions.</li> </ul>
<b><i>Other duties :</i></b>	This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.
<b><i>Remuneration:</i></b>	SFCA Teaching Scale
<b><i>Hours:</i></b>	Full Time

### Person Specification

Essential qualities	Desirable qualities	Evidence sources
Honours degree in an appropriate discipline.	Achievement and/or qualification beyond degree level.	Application (and certificates where offer of appointment is made).
Teaching qualification to the level required for the sector.	Postgraduate Certificate of Education.	Application (and certificates where offer of appointment is made).
Genuine care and respect for, and ability to ensure, the welfare and high achievement of students	Proven track record of demonstrating these things.	Application Interview Teaching exercise References
Excellence in classroom practice		Interview Teaching Exercise
Expertise in subject area	High level of qualification in general education and subject area	Application Teaching exercise Interview
Commitment to team-work and responsive organisation of work	Proven track record in both	Application Interview References
Ability to assess accurately and responsively for learning.		Teaching exercise References Application
Balance and skill in the guidance of students.		Teaching exercise Interview References
Understanding of and commitment to safeguarding and promoting the welfare of young people.	Training in safeguarding of young people	Application Interview