



# VACANCIES AT BSIX SIXTH FORM COLLEGE



## Role:

### ICT Teacher

To teach on BTEC ICT, with flexibility to deliver on T-level courses.

### Contract Type:

**Permanent**

### Contract Term:

**Full Time**

### Salary From:

**Spine Point 1 £35,125 –**

**Spine point 9 £51,758**

inclusive of the Inner London Weighting Allowance (Sixth Form Colleges' Association Pay Scale for Teachers)

### Closing Date:

Monday 13th May 2024

### Shortlisting:

Wednesday 15th May 2024

*If you have not heard from us by the 16th May unfortunately you were unsuccessful at this stage.*

### Interview Date:

Monday 20th or Tuesday 21st May 2024



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# MESSAGE FROM **THE PRINCIPAL**

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**“The college is an asset to potential learners, providing educational opportunity for many students who have previously experienced disappointment” – Further Education Commissioner 2021**

Thus the words of an October 2021 Stocktake Report from the Further Education Commissioner’s Office, acknowledging a host of improvements made by the college and its consolidation of a distinct niche amongst post-16 providers in Hackney and surrounding boroughs. This about a college which by the end of 2017 was struggling to justify its continued existence – buffeted by declining student numbers, beset by extreme financial pressures and reeling from a second successive ‘Requires improvement’ judgement by Ofsted inspectors.

The transformation, sealed by the securing of a ‘Good’ in our most recent inspection and the earning of a first prize in the Sixth Form Colleges’ Association’s 2023 awards for ‘Curriculum Innovation’, has required a major and united effort by college management and staff. Significant economies have been effected, the quality of teaching and learning raised and a new management ethos nurtured without any loss of morale or any deterioration in industrial relations.

There remains much to do if we are to consolidate the gains which have been made and to implement new strategies. Money remains tight, student retention and financial outcomes are not yet consistently strong and our reputation in some parts of the locality frequently lags behind the reality of what happens on the ground. Those tasks will be made more achievable if we can continue to augment our existing staff team with new injections of expertise, enthusiasm and openness to learning.

Successfully appointing staff of the calibre we need is one of the very most important tasks we face.

If you would like to contribute to the improvement drive at BSix we would love to receive an application from you. The rewards awaiting successful applicants are considerable. As well as the fringe benefits listed elsewhere in this information pack, you will experience an institutional culture hugely supportive of professional learning and development. Management is ambitious but benign; communication is open and regular and there is a strong sense of institutional identity and common cause which transcends any differences between support staff and teachers, long-serving colleagues and recent recruits.

I look forward to receiving your application form and supporting letter stating why you are attracted to BSix and the qualities you can bring to its further growth. Should you want an informal discussion before committing to paper, please request one via our HR Manager, Claire Crook, at [ccrook@bsix.ac.uk](mailto:ccrook@bsix.ac.uk).

By way of an addendum to the above, the governing bodies of BSix and New City College (NCC) have made an in-principle agreement to merge with effect from 1st August this year. It is our joint intention to ensure that the mission, purpose and ethos of BSix is preserved within a larger body which will provide the financial security which, as a small sixth form college, BSix currently lacks. The BSix curriculum will remain almost completely as it is now, and staff will transfer to NCC on their existing salaries and conditions of service.



Best wishes,

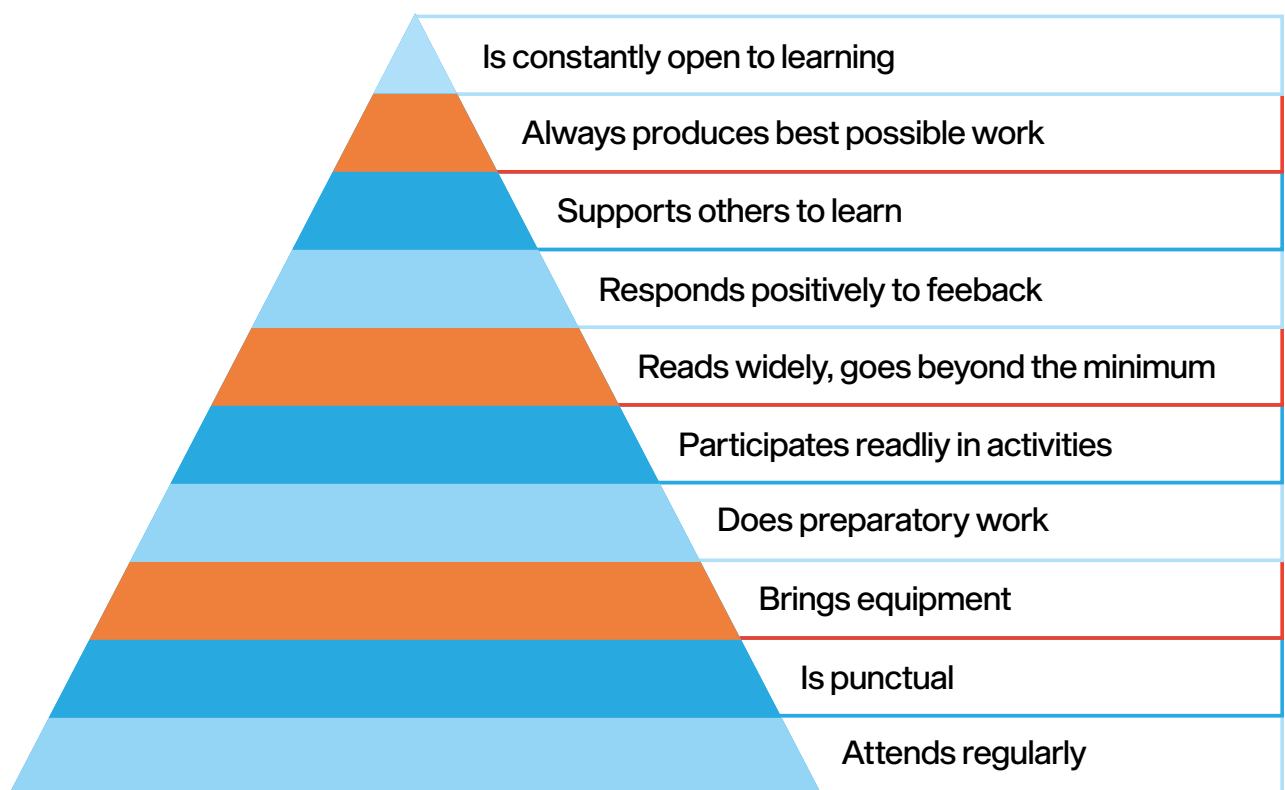
**Kevin Watson**  
**Principal**

# MISSION STATEMENT

The mission of BSix is to develop in its students, and to demonstrate through its staff, the characteristic of being always “open to learning”.

It seeks to achieve this by means of a carefully tailored and suitably challenging individual programme, underpinned by consistently strong teaching, comprehensive support services and a wide range of enrichment opportunities, set within a safe and inclusive learning environment.

## THE EXPERT STAFF MEMBER...**THE EXPERT STUDENT**



Promotion of an openness to learning is at the heart of the college ethos and is a key factor in students acquiring the qualifications, and developing the skills and personal qualities, essential for their continuing success.



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# REWARDS and BENEFITS

We offer a competitive starting salary with annual increments; we also offer a generous annual leave package and champion flexible working and a culture of continuous learning.

## Pay

Each year you'll receive:

- Annual pay increments within your Spine Scale following a successful probation period (plus nationally negotiated increases in pay scales and increases to London allowance).

## Annual leave

- Support staff: 29 days annual leave, closure days are between Christmas and new year + statutory holidays.
- Teaching staff: Subject to the provisions in the other paragraphs of this section, you may be required to work for 195 days in any year of which 190 will be days on which you may be required to teach in addition to carrying out other duties.

## Work-life balance

- BSix supports flexible working and, depending on your role, you could request to work remotely on some of your days, compress, reduce or flex your hours.
- Our academic staff have the option to take sabbatical leave.
- We have staff enrichment such as a music club and reading club.
- Onsite secure bike storage
- On-site car parking.

## Pension schemes

- Occupational pension scheme (Local Government or Teachers' Pension Scheme)

## Health and Wellbeing

- Employee Assistance Program, free counselling service: speak to a professional counsellor or information specialist in confidence, 24 hours a day, 7 days a week, 365 days a year.
- Cycle to Work scheme.
- Free access and full use of the college's gym and shower facilities.

## A culture of "Open to Learning"

BSix is proud to be a learning environment and we care deeply about making sure that there are equal opportunities for everyone to grow and keep making a real contribution, in a way that fits with your own aspirations.

- Free online training courses.
- An expectation that you will take in an improvement Initiative.
- Specific development opportunities and frameworks to support careers in teaching, research and professional services.
- Study assistance scheme to provide support with the costs of completing a qualification.
- Leadership development courses.



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# JOB DESCRIPTION

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We are delighted to announce that we are recruiting for an enthusiastic and experienced full-time teacher to join our thriving Business and IT department. The successful candidate will primarily teach on BTEC ICT with elements of T-level. This is an exciting opportunity to be part of the delivery of new programmes in a curriculum area that is growing and in demand.

The successful candidate will join a skilled and hard-working Business and IT team operating within a supportive and encouraging institutional culture. Staff across the college share a strong commitment to its values and aspirations and are ambitious to build on significant recent improvements in student achievement and the wider quality of education we provide.

The mission of BSix is to develop in its students, and to demonstrate through its staff, the characteristic of being always "open to learning". We are looking for a teacher who embodies this mission and is committed to fostering a love for learning in our students.

Interested parties should contact Claire Crook, HR Manager, at [hr@bsix.ac.uk](mailto:hr@bsix.ac.uk) for more details and an application form.

**Post Title:** ICT Teacher

**Scale:** Spine Point 1 £35,125 – 9 £51,758 Inclusive of Inner London Weighting Allowance Sixth Form College's Association for Teachers

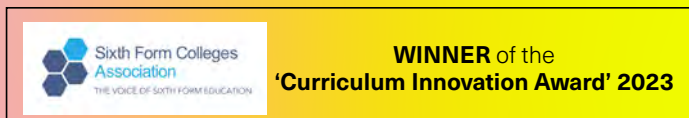
**Responsible to:** Curriculum Manager: Business and IT

## Job Purpose

To be committed to providing high quality, student centred learning that will ensure success.  
To be innovative and reflective, with a genuine interest in young people and how they learn.

## Main Duties

1. Teaching ICT to students pursuing BTEC ICT courses. A desired candidate could also teach elements of T-Level Digital Production and Design.
2. To prepare and maintain schemes of work.
3. To mark and moderate students' work.
4. To provide a stimulating learning environment for students.
5. To write reports.
6. To maintain students' records.
7. To attend consultation events for students, their parents, adults and other clients as directed.
8. To take part in programme reviews and evaluation.
9. To take part in curriculum development.
10. To develop and implement teaching and learning strategies in line with college policy.



# JOB DESCRIPTION (cont.)

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## College Duties

1. To work with colleagues in support of college policies and initiatives.
2. To participate in the college appraisal process.
3. To participate in inspections and self-assessment.
4. As part of your role you have a direct responsibility for ensuring equality of opportunity within the college as well as the health and safety of students, staff and visitors. As part of that responsibility you may be required to participate in training and be involved in undertaking risk assessments.
5. To carry out college procedures in line with college policies e.g. The Equality & Diversity Policy, Health and Safety etc.

## College Responsibilities

1. To represent the College at meetings as directed.
2. To participate in the College Learning & Development (appraisal) process.
3. To participate in inspections and self-assessment.
4. As part of your role you have a direct responsibility for ensuring equality of opportunity within the college as well as the health and safety of students, staff and visitors. As part of that responsibility you may be required to participate in training and be involved in undertaking risk assessments.

## Variation to this Job Description

This job description is designed to outline the main duties of the post.

It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the postholder in order to reflect changes in the job or the organisation.

**The successful candidate will be required to apply for an Enhanced Disclosure in accordance with Part V of the Police Act 1997.**

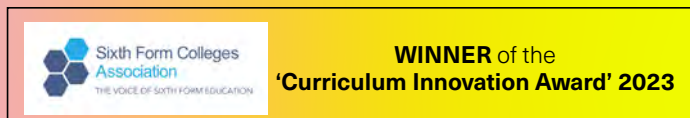
**Further information about the Disclosure scheme can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

## Keeping Children Safe in Education

The College is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken during the recruitment process which also may include online searches for matters related to contextual safeguarding.

All roles at the College involve regulated activity. It is an offence to apply for a role at the College, if you as the applicant, have been barred from engaging in regulated activity relevant to children.



# PERSON SPECIFICATION

Please use this Person Specification when completing the 'Personal Statement' section of the Application Form.

## Qualifications

1. Good standard of literacy - GCSE English (A-C) or (5+)
2. Good standard of numeracy - GCSE maths (A-C) or (5+)
3. Degree or relevant professional qualification
4. Full teaching qualification

## IT proficiency and skills

1. Proficiency in Microsoft Word
2. Proficiency in Microsoft Excel
3. Proficiency in Microsoft PowerPoint
4. Able to incorporate learning technologies into teaching and learning

## Employment related skills

1. Excellent organisational skills
2. Able to communicate effectively with students
3. Ability to work effectively as a team member
4. Ability to follow administrative processes associated with teaching and learning
5. Continuing professional development
6. Openness to learning

## Specific skills for the role

1. Ability to teach and tutor students of varying ages
2. Ability to teach the subjects covered by the post
3. Familiarity with current developments in the education and training of 14 to 19 year-old learners
4. An understanding of the needs of the (multi-cultural) community
5. Ability to adopt appropriate teaching strategies to meet the needs of learners with varying familiarity and experience with the English language (many students do not have English as their first language)

	Essential	Desirable	On Start
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# HOW TO **APPLY**

All BSix Sixth Form College job vacancies can be found at [www.bsix.ac.uk/vacancies](http://www.bsix.ac.uk/vacancies) where you will be able to download the relevant application form.

Once completed please return the application to [hr@bsix.ac.uk](mailto:hr@bsix.ac.uk) or return it by post to:

**Human Resources**  
**BSix Brooke House**  
**Sixth Form College**  
**Kenninghall Road**  
**Hackney**  
**London E5 8BP**

## CONTACT FOR **INFORMAL CONVERSATION**

If you would like any more information or wish to chat to someone about the vacancy please send an email with the relevant vacancy as the subject to: [hr@bsix.ac.uk](mailto:hr@bsix.ac.uk)

# “**BSix COLLEGE IS AN ASSET TO THE COMMUNITY**”

**Further Education Commissioner**

2021



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0203 137 5320 | [www.bsix.ac.uk/vacancies](http://www.bsix.ac.uk/vacancies)

# PREVIOUS STAFF TESTIMONIALS

“During my time at BSix, I have always found the College to be a friendly and welcoming place to work. The management have an open door policy and encourage and support staff development. I always feel that I am supported and encouraged to be part of a team. I have had a very positive experience whilst working at BSix and it is good to know that I have the support and back up of the management team.”

“I have thoroughly enjoyed working at BSix and appreciated the tremendous extent of support I've been given at various times. Throughout the time teaching at the college I've felt my contributions were valued, this alongside the other areas aforementioned inspired me to stay committed and propelled my efforts whilst carry out my daily duties. Students surpass just 'fitting in', rather they excel in the college's unique environment where they can feel 'safe' being their authentic self. This is achieved because the college fosters an enriched environment which celebrates and appreciates difference.”

“BSix was a friendly and fun atmosphere, and I actually enjoyed going to work each morning. I felt that Kevin understands the needs of the staff and supports them in all possible ways and the most important thing is that we all work together to give the best experience to our student community.”

Aside from the job itself, a few factors that influenced how I felt about working for BSix included the relationship with colleagues, the culture and the scope for development. I felt good about going to work and therefore motivated throughout the day. Communication from SMT was open and transparent and the BSix philosophy, mission and values were discussed with staff. Staff morale was very high”



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