

February 2018

Dear Applicant,

Thank you for your interest in the post of **Learning Support Facilitator (Maternity Cover Temporary Contract)**.

The following documents will assist you in your application:

- Job Description and Job information
- Summary of Terms and Conditions for Support Staff
- Support Staff pay scale
- Application and Monitoring Form

The application pack is available to download from the vacancies section of the College website <http://www.godalming.ac.uk/about-us/vacancies> and as a hard copy from Personnel Services – personnel@godalming.ac.uk

The closing date for receipt of applications is **Thursday 22nd February 2018 at 9am.**

Completing your application

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

Returning your application

You may return your application form either by post or by e-mail as an attachment to personnel@godalming.ac.uk

Short-listing and interview arrangements

Since we will not be able to respond to all applicants, if you have not been contacted by **28th February**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact Personnel Services if you would like to enquire about the progress of your application. **We plan to hold interviews on Thursday 1st March and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young
Principal

JOB DESCRIPTION FOR LEARNING SUPPORT FACILITATOR

Post Title	<i>Learning Support Facilitator – Maternity Cover Contract from March 2018 for up to one year</i>
Responsible to	<i>Learning Support Manager</i>
Hours	<i>3 days per week (19.5 hours per week) Ideally Monday, Tuesday & Thursday Term time only Facilitators are required to cover lessons commencing at 8.45am and ending at 4.15pm.</i>
Salary	<i>Spine point 21 – Support Staff Scale Actual Salary 19.5 hours (3 days) per week - £8,776.98 per year</i>

JOB PURPOSE

To provide learning support for students

SPECIFIC DUTIES AND RESPONSIBILITIES

- To be responsible to the Learning Support Manager and to work as part of a flexible and supportive team to help students gain full access to their chosen courses.
- To support students to overcome barriers to learning so they are able to work as independently as possible.
- To support students in class and during private study sessions to develop effective study skills, good organisation and work habits.
- To liaise with the Learning Support Manager and tutors in reporting on students progress, attendance and identifying any problem areas.
- Maintain effective records of support work undertaken as directed, ensuring the confidentiality of these records in accordance with Data Protection and Disability Discrimination legislation.
- To participate actively in team meetings and training programmes where appropriate.
- Any other duties which may reasonably be required within the overall purpose and scope of the job.

PERSON SPECIFICATION

- Excellent interpersonal skills, the ability to work on your own initiative and be able to communicate effectively with all members of staff and students.
- To possess good organisational skills; able to identify and agree priorities and meet deadlines set.
- To be flexible, adaptable to change and able to work within a team.
- To enjoy working with students of 16-19 age group.
- Qualifications: minimum – O Level/GCSE in English and Maths; general education to A-Level or degree standard.

THE COLLEGE

Godalming College is one of the best performing sixth form colleges in the country and a great place to study and work. In each of the last five years the College has achieved at least a 99% pass rate and a 60% A*-B grade rate at A level. Value added scores are excellent and the College is rated Outstanding in all areas by Ofsted. Recently published statistical evidence shows how Godalming College students outperform other organisations in both the state and independent sector using indicators such as average point score and university progress.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. It is guaranteed that students will enjoy a stimulating, lively and challenging learning and social experience; they will be treated as adults by specialist and dedicated teaching staff in facilities that have seen major investment over many years. We have recently completed a £14m building programme creating a new English and Modern Foreign Languages block, Media suite, new netball and tennis courts and an 11 acre site for Rugby and Football pitches.

The College employs around 200 teaching and support staff on both a full and part-time basis.

OFFERS OF EMPLOYMENT

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical report and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

SALARY

Salaries are paid in accordance with the Sixth Form College pay scale for Support Staff. The Corporation reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1st September.

WORKING HOURS

The full-time working hours are 36.42 hours per week excluding lunch or other breaks. Starting and finishing times will be by agreement with your manager.

HOLIDAY ENTITLEMENT

Minimum of 22 days per year for full-time employees (Holiday Year 1st August -31st July) in addition to the College closure period between Christmas and New Year and public/bank holidays. Part-time employees are entitled to a proportionate number of days. Those working Term-Time only are expected to take leave within the College holiday periods. Salary calculations are based on a formula which takes holiday entitlement into account.

PENSION

Godalming College is an admitted body for membership of the Local Government Pension scheme which provides a full range of benefits. Full details are provided on appointment.

STAFF DEVELOPMENT & TRAINING

The College recognises the importance of the continued development of its staff and is committed to the support and promotion of staff development and training activities for all categories of staff.

OTHER INFORMATION

The College is within walking distance of Godalming Town Centre and the Railway station which serves the main London-Portsmouth line. Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus.

There is catering service available in the Staff Room together with food outlets and coffee shops. An indoor sports facility, including a gym with state of the art fitness training equipment, is available for staff use between the hours of 8am to 5.30pm (when not being used for teaching purposes).

Godalming College Support Staff Payscale September 2017

Scale 1	13	15125
	14	15500
	15	16000
	16	16400

Scale 2	17	16750
	18	17100
	19	17400
	20	17700

Scale 3	21	18143
	22	18513
	23	19113
	24	19792
	25	20477

Scale 4	25	20477
	26	21155
	27	21835
	28	22513

Scale 5	29	23193
	30	23874
	31	24675
	32	25471

Scale 6	33	26356
	34	27236
	35	28118
	36	28995

Senior Officer	37	29795
	38	30594
	39	31396
	40	32196
	41	32994

Management 1	42	33797
	43	34596
	44	35477
	45	36357
	46	37236

Management 2	47	38116
	48	39078
	49	39957
	50	40915
	51	41875

Management 3	52	42836
	53	43797
	54	44759

Management 4	55	45743
	56	46748
	57	47776
	58	48830
	59	49903
	60	51001

Surrey Allowance £1004

To calculate pro-rata payments –

Hours x weeks x annual salary divided by 1659

Example: point 20 scale 2 - £17700 + £1004 = £18704

36.42 hours per week x 39 weeks per year = 1420

1420 x £18704 divided by 1659 = £16009.45 pa = £1334.12 gross per month
paid for 12 months

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements. The normal full-time working hours are 36.42 per week

Hourly rate calculation

Full time annual salary / 365 x 7 / 36.42