

November 2024

Dear Applicant,

Thank you for your interest in the post of **Learning Support Facilitator**.

The following documents will assist you in your application:

- Job Description and Person Specification
- Summary of Terms and Conditions for Support Staff
- Benefits summary
- Application and Monitoring Form

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. If you would like further details the College's Safer Recruitment, Data Protection and Safeguarding and Child Protection policies are all available on our website.

#### **Completing and returning 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 in addressing the key responsibilities identified in the job description as well as against the criteria detailed in the person specification.

Please return your application form by e-mail as an attachment to [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk)  
The closing date for receipt of applications is **Monday 18<sup>th</sup> November 2024 at 9am.**

#### **Short-listing and interview arrangements**

Since we may not be able to respond to all applicants, if you have not been contacted by **Wednesday 20<sup>th</sup> November 2024**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews Friday 22<sup>nd</sup> November 2024 at the College 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

## Godalming College

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in December 2019. It was noted in that inspection that:

*'Leaders support staff very well. They take the well-being and workload of their staff into account when determining new processes and policies. Staff benefit from extensive investment in professional development opportunities, which helps them develop both their subject and classroom skills. Staff are highly positive about working at the College.'*

More recently in our 2022 Staff survey, 96.8% of staff said they were proud to be a member of staff at the College and 96.2% of staff would recommend working at Godalming College. The following quotes are from members of our current team:

*'It is a supportive, positive, happy environment, which is great for both students and staff.'*  
*'As a member of staff I am given autonomy but always know that guidance, direction and support is available'*  
*'Senior Leaders do care and do consider staff welfare more than any other school/college that I have worked at.'*

The College currently employs around 250 teaching and support staff on both a full and part time basis.

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. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff in facilities that have seen major investment over many years.

The campus comprises of nine newer large buildings and our older main building, which was the original grammar school, built in the 1930's. Since the 2000s there has been a phased refurbishment and expansion of the College which included a new English and Modern Foreign Languages block, Media suite, netball and tennis courts and an 11 acre site for Rugby and Football pitches. We would invite you to take the virtual tour on our website to see for yourself the facilities of which we are so proud.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

Full-time Support Staff working hours are 36.42 hours per week excluding a lunch break. Start and finish times will vary depending on the role or department and will be as agreed with your manager on commencement, however the main College hours are 8.45am to 4.15pm.

The College offers a minimum of 22 days holiday entitlement per year for full-time members of staff in addition to the closure period between Christmas and New Year and public/bank holidays. Part-time members of staff are entitled to a proportionate number of days. Those working term time only, 39 weeks of the year, are expected to take leave within the College holiday periods. The term dates are included in the Application pack for reference. Salary calculations are based on a formula which takes holiday entitlement into account.

Support Staff salaries are paid according to the Sixth Form College pay scale for Support Staff. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1<sup>st</sup> September. Incremental progression is subject to satisfactory performance review. The current pay spine is included in this application pack as is an infographic of the additional benefits we offer.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK 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

## JOB DESCRIPTION

**Job Title:** Learning Support Facilitator

**Line Manager:** Learning Support Manager

### Summary of Job

To provide learning support for students.

### 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, during private study sessions to develop effective study skills, good organisation and work habits.

To liaise with the Learning Support Manager and Teachers 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.

Act as a reader or scribe for students during examinations.

Any other duties which may reasonably be required within the overall purpose and scope of the job, such as admin duties and use of internal record keeping.

To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College policies.

To do other tasks as reasonably requested by the Godalming College management team or Learning Support Manager from time to time

*This job description may be varied according to the needs of the College from time to time.*

Last review date: July 2021

Review carried out by: Learning Support Manager and Assistant Principal Student and Staff Development.

## Person Specification for Learning Support Facilitator

The successful candidate will have the following essential qualifications, experiences, skills and values:

### Qualifications

- General standard of education to A-Level or degree standard, including minimum of English and Maths at grade C/4 at GCSE/O Level

### Essential Experience and Skills

- Excellent interpersonal and communication skills to be able to communicate effectively with all members of staff and students
- Good written communication skills to assist students who need a scribe for examinations
- The ability to work on your own initiative
- Good organisational skills and ability to identify and agree priorities and meet deadlines set
- An appreciation of safeguarding confidential information and personal data
- An affinity with 16-19-year olds

### Essential Personal Qualities

- Empathy and willingness to help solve problems
- Able to work in a team
- Be proactive and self-starting and able to manage their own time efficiently
- Flexible and adaptable to change
- Well organised and self-motivated
- Initiative and continuous desire to improve

### Desirable

- Experience of working in an educational setting
- Experience in a Learning Support role
- Understanding of the Post 16 Curriculum

## Staff Benefits:

### Health & Wellbeing



#### College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



#### Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



#### Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



#### Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



#### Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

### Financial



#### Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.\*



#### Car parking

There is free on site parking for staff.



#### Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

# Term Dates 2023-24

| Autumn Term       | 2023                             | Half Term  | Bank/Public Holidays  |
|-------------------|----------------------------------|--|---|
| <b>Start Date</b> | Tuesday 29 <sup>th</sup> August  | Monday 23 <sup>rd</sup> to Friday 27 <sup>th</sup> October | Monday 28 <sup>th</sup> August<br>Monday 25 <sup>th</sup> December<br>Tuesday 26 <sup>th</sup> December |
| <b>End Date</b>   | Friday 15 <sup>th</sup> December |  |   |

| Spring Term       | 2024                            | Half Term   | Bank/Public Holidays  |
|-------------------|---------------------------------|---|---|
| <b>Start Date</b> | Tuesday 2 <sup>nd</sup> January | Monday 12 <sup>th</sup> to Friday 16 <sup>th</sup> February | Monday 1 <sup>st</sup> January<br>Friday 29 <sup>th</sup> March<br>Monday 1 <sup>st</sup> April |
| <b>End Date</b>   | Thursday 28 <sup>th</sup> March |   |   |

| Summer Term       | 2024                           | Half Term  | Bank/Public Holidays                                      |
|-------------------|--------------------------------|--|---|
| <b>Start Date</b> | Monday 15 <sup>th</sup> April  | Monday 27 <sup>th</sup> May to Friday 31 <sup>st</sup> May | Monday 6 <sup>th</sup> May<br>Monday 27 <sup>th</sup> May |
| <b>End Date</b>   | Thursday 11 <sup>th</sup> July |  |   |

## 2023/24 - Godalming College

|                    |                                 |   |                                  |                 |
|--------------------|---------------------------------|---|----------------------------------|-----------------|
| <b>Autumn Term</b> | Tuesday 29 <sup>th</sup> August | - | Friday 15 <sup>th</sup> December | 74 days         |
| <b>Spring Term</b> | Tuesday 2 <sup>nd</sup> January | - | Thursday 28 <sup>th</sup> March  | 58 days         |
| <b>Summer Term</b> | Monday 15 <sup>th</sup> April   | - | Thursday 11 <sup>th</sup> July   | 58 days         |
|                    |                                 |   |                                  | <b>190 days</b> |

## 2023/24 - Surrey Schools for comparator

|                    |                                  |   |                                  |                 |
|--------------------|----------------------------------|---|----------------------------------|-----------------|
| <b>Autumn Term</b> | Friday 1 <sup>st</sup> September | - | Friday 15 <sup>th</sup> December | 71 days         |
| <b>Spring Term</b> | Tuesday 2 <sup>nd</sup> January  | - | Thursday 28 <sup>th</sup> March  | 58 days         |
| <b>Summer Term</b> | Monday 15 <sup>th</sup> April    | - | Tuesday 23 <sup>rd</sup> July    | 66 days         |
|                    |                                  |   |                                  | <b>195 days</b> |

## Godalming College Support Staff Pay scale Sept 2023

*Additional Surrey Allowance on all points of £1222 per year*

|         |    |       |
|---------|----|-------|
| Scale 1 | 18 | 21464 |
|---------|----|-------|

|         |    |       |
|---------|----|-------|
| Scale 2 | 19 | 21874 |
|         | 20 | 22312 |

|         |    |       |
|---------|----|-------|
| Scale 3 | 21 | 22735 |
|         | 22 | 23175 |
|         | 23 | 23640 |
|         | 24 | 24464 |
|         | 25 | 25299 |

|         |    |       |
|---------|----|-------|
| Scale 4 | 25 | 25299 |
|         | 26 | 26123 |
|         | 27 | 26950 |
|         | 28 | 27774 |

|         |    |       |
|---------|----|-------|
| Scale 5 | 29 | 28574 |
|         | 30 | 29374 |
|         | 31 | 30317 |
|         | 32 | 31251 |

|         |    |       |
|---------|----|-------|
| Scale 6 | 33 | 32291 |
|         | 34 | 33357 |
|         | 35 | 34424 |
|         | 36 | 35486 |

|                |    |       |
|----------------|----|-------|
| Senior Officer | 37 | 36454 |
|                | 38 | 37422 |
|                | 39 | 38391 |
|                | 40 | 39362 |
|                | 41 | 40328 |

|              |    |       |
|--------------|----|-------|
| Management 1 | 42 | 41298 |
|              | 43 | 42265 |
|              | 44 | 43332 |
|              | 45 | 44398 |
|              | 46 | 45460 |

|              |    |       |
|--------------|----|-------|
| Management 2 | 47 | 46525 |
|              | 48 | 47691 |
|              | 49 | 48755 |
|              | 50 | 49913 |
|              | 51 | 51077 |

|              |    |       |
|--------------|----|-------|
| Management 3 | 52 | 52238 |
|              | 53 | 53401 |
|              | 54 | 54568 |

|              |    |       |
|--------------|----|-------|
| Management 4 | 55 | 55757 |
|              | 56 | 56973 |
|              | 57 | 58220 |
|              | 58 | 59494 |
|              | 59 | 60793 |
|              | 60 | 62123 |

|              |    |       |
|--------------|----|-------|
| Management 5 | 61 | 63481 |
|              | 62 | 64868 |
|              | 63 | 66286 |
|              | 64 | 67735 |
|              | 65 | 69217 |

### 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.

Full time working hours are 36.42 per week.

### To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 = £22,312 + £1,222 = £23,534

36.42 hours per week x 39 weeks per year = 1420

1420 x £23,534 divided by 1659 = £20,143.62 pa = £1,678.63 gross per month paid for 12 months

### Hourly rate calculation

Full time annual salary / 365 x 7 / 36.42