

SCHOOL OF SCIENCE

APPOINTMENT OF TEACHER IN APPLIED SCIENCE – Ref I706111R

Due to the increased interest in science and the opening of our new state-of-the-art 6.5M Science and Engineering Innovation Centre an opportunity has arisen for a well-qualified and experienced graduate to join our team of Applied Science teachers in a highly successful and increasingly popular curriculum area.

The School of Science is a large department with 20 full time teaching staff. There are nine laboratories, one demonstration room, three preparation rooms, a student study area and a staffroom situated together in one wing of the College at the Langdale Road Campus. Additionally, there are three other state-of-the-art laboratories at the Euxton Campus. Four technicians service and maintain the laboratories.

Examinations results are exceptionally high and OFSTED inspection praised the department as outstanding. Applicants for positions within the department are directed to the OFSTED report for Science at Runshaw.

http://www.ofsted.gov.uk/reports/manreports/2792.htm#P298_45964

The success is based on committed and supportive staff who, work effectively in teams, sharing resources and ideas. Subject teams meet regularly to discuss student progress and develop teaching methods which are under continuous review.

Students are able to access a wide range of Science specific enrichment throughout their time with us. Guest speakers, visits to local universities and industry occur regularly throughout the academic year.

Students are also able to access year round Science Academy activities as part of the wider college HORIZONS programme - including Science Society and Medical Society. In addition, the school also runs special classes for potential Oxbridge candidates.

Teachers at Runshaw normally teach 773 hours per annum. At Runshaw, we do believe that teaching and learning is by far the most important activity in the college and we actively support our teaching staff and the work they do with our learners. They are supported by:

- Pastoral support tutors, aided by evening guidance workers, to support teachers to follow up pastoral problems for 16-19 students, including the telephoning of parents
- Sympathetic timetabling to avoid a spread of too many different courses and levels and the inclusion, where possible, of repeat lessons
- A very supportive organisational structure with each teacher supported by his/her team and School
- Timetabled subject-specific support to provide extra help for individual students or small groups and counted as part of a teacher's annual teaching commitment
- Subject/course based staff workrooms located nearby to subject/course suites of classrooms
- The use of ILT and other strategies to put more responsibility on students for their learning
- The use by each teaching team of common schemes of work and shared teaching and learning resources which have been developed by the team
- A paid marker scheme where a teaching team can send scripts to be marked by an external marker
- An invigilation team which means that teaching staff are not involved in general invigilation
- Significant in class support from education support workers

- Developed administrative and pastoral support located in Faculty Offices
- A special programme of support for Newly Qualified Teachers (NQTs).
- Teaching and Learning Academy that supports and develops teaching and learning skills for all teachers.
- A holiday entitlement which matches that of sixth form colleges
- A comprehensive professional development programme which includes in-house provision as well as externally organised events
- Salary scales which are among the best in the post-16 sector
- Prominence given to the development of teaching methodologies and curriculum development e.g. workshops on co-operative learning by Spencer Kagan
- A college ethos which focuses on valuing learners as individuals and supporting them to fulfil their potential

The post on offer is indeed a very exciting one and offers great opportunities. We are grateful for your interest in the College and hope you will be encouraged to apply.

We very much look forward to receiving your application.

Martin Rigby
Head of School Science
Rigby.m@runshaw.ac.uk

JOB DESCRIPTION

JOB TITLE: Teacher in Applied Science – Ref I706111R

UPDATED: September 2017

RESPONSIBLE TO: Head of School

The description of key duties is a guide to the work that you will initially be required to undertake. This may be changed from time to time to meet changing circumstances and is reviewed in the Performance Management Process

| KEY DUTIES | |
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| Teaching Responsibilities | <ul style="list-style-type: none"> • Plan, prepare and teach as required by your line manager |
| | <ul style="list-style-type: none"> • Develop resources for the course/subject including maintaining effective links across College for resources |
| | <ul style="list-style-type: none"> • Deliver enrichment and enhancement activities including accompanying students on external visits |
| | <ul style="list-style-type: none"> • Be up to date in teaching and your subject area |
| Student Responsibilities | <ul style="list-style-type: none"> • Manage the pastoral care and discipline of students |
| | <ul style="list-style-type: none"> • Manage the behaviour of students |
| Curriculum Development | <ul style="list-style-type: none"> • Engage in Curriculum development activities, individually and as a team to develop and improve the curriculum |
| Quality | <ul style="list-style-type: none"> • Be actively involved in the College's continuous improvement culture |
| | <ul style="list-style-type: none"> • Participate in standardisation and moderation as required |
| Administration | <ul style="list-style-type: none"> • Maintain comprehensive, up to date records using common spreadsheets |
| Role Specific | <ul style="list-style-type: none"> • Promote the development of teaching methodologies in your subject area |

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| College Responsibilities | <ul style="list-style-type: none">• Participate in Performance Management and Professional Development activities as required |
| | <ul style="list-style-type: none">• Value diversity and promote equal opportunities |
| | <ul style="list-style-type: none">• Engage in marketing activities as requested by line manager |
| | <ul style="list-style-type: none">• Work within health and safety guidelines and be aware of your responsibilities for health and safety |
| | <ul style="list-style-type: none">• Adhere to College policies and procedures including data protection |
| | <ul style="list-style-type: none">• Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults |

PERSON SPECIFICATION

| CRITERIA | ESSENTIAL | DESIRABLE | ASSESSED BY |
|--|-----------|-----------|--------------------------------|
| QUALIFICATIONS AND ATTAINMENTS | | | |
| GCSE English and Maths at Grade A*-C or equivalent or willingness to work towards these qualifications | E | | Application form/ Interview |
| Certificate in Education, PGCE or equivalent | | D | Application form |
| A willingness to achieve a Certificate in Education, PGCE or equivalent within a specified timescale | E | | Interview |
| Degree in Chemistry, Biology or closely related subject area | E | | Application form |
| A willingness to undertake appropriate Continuous Professional Learning | E | | Application form/interview |

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| TRAINING, EXPERIENCE AND KNOWLEDGE | | | |
| Successful teaching experience | E | | Application form/ Interview/ Lesson observation |
| Ability to teach more than one science subject | | D | Application/Interview |
| Demonstrate a student centred approach to teaching | E | | Lesson observation |
| Recent industrial experience | | D | Application form |
| An awareness of safeguarding issues | E | | Application form/ Interview |

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| PERSONAL SKILLS AND ATTITUDES | | | |
| Display initiative, be positive and friendly | E | | Interview |
| Demonstrate a commitment to equal opportunities, customer care and quality assurance | E | | Interview |
| Display energy and enthusiasm | E | | Interview |
| Possess excellent communication skills | E | | Interview |
| Possess high standards and be conscientious | E | | Interview |
| Be a team player | E | | Interview |
| Demonstrate a commitment to the process of continuous review and improvement | E | | Interview |
| Suitable to work with children, young people and/or vulnerable adults | E | | Interview/employment checks |

SUMMARY OF MAIN TERMS AND CONDITIONS

TEACHER

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| SALARY | Up to £31,116 p.a. dependent upon qualifications and competencies |
| WORKING HOURS | You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 37 hours per week. Applications from individuals who wish to work part-time are welcome. |
| PENSION SCHEME | You are entitled to join the Teachers' Pension Scheme. Further details are available at www.teacherspensions.co.uk |
| HOLIDAYS | Your holiday entitlement is similar to 6th Form Colleges. |
| SAFEGUARDING | <p>The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults.</p> <p>In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates.</p> <p>Visit www.homeoffice.gov.uk/db for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk</p> |
| TEACHING QUALIFICATION | You will be required, as part of your contract of employment, to attain a Certificate in Education, PGCE or equivalent within a specified timescale, if you are not already appropriately teacher trained |
| PAYMENT | Your salary will be paid on the last working day of each month by BACS transfer. |
| SMOKING | Smoking is not permitted on College premises except in designated smoking areas. |
| HEALTH | Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical. |
| PROBATION PERIOD | This post is subject to the successful completion of a 12 month probation period. |
| NOTICE | <p>You may terminate your employment in writing which should be received by: -</p> <p style="text-align: center;">28 February in order to finish 30 April 31 May in order to finish 31 August 30 October in order to finish 31 December.</p> |
| FLEXIBLE WORKING | The College operates a Flexible Working Policy that includes Job Share. |

Deadline for receipt of application forms is midday Friday 15th September 2017

Approved: Martin Rigby

Date: 7/6/17