

Runshaw Vacancies

TEACHER OF COUNSELLING SKILLS (Part – time) – Ref 200266

Provision

Level 2, level 3 and level 4 CPCAB Counselling qualifications

The counselling department prides itself on providing outstanding courses with highly experienced practicing Counsellors who are also trained teachers. Our aim to fully prepare trainee counsellors with the skills and qualities for practice. We understand the demand of the course are very high and we support our students to self-reflect and develop themselves as a counsellor.

Learners respect and value the staff due to their supportive nature and desire for high standards. The staff actively encourage the learners to reach their full potential in every unit and to ensure that they strive for the highest criteria available. All students are expected to meet their MTG as a matter of course - in all cases they exceed this.

We have a CIT leader responsible for every level of counselling. The CIT leader manages the curriculum in this area and lead a CIT team to ensure lessons are outstanding, learners and their learning is the priority, quality is upheld and standards are high.

Our learners are a pleasure to teach. They 'buy into' our culture of success as they know that we put them at the centre of everything that we do. We are constantly striving to be the best in the sector for counselling and we do this through gaining continuous feedback from our learners, stakeholders and staff. We continue this improvement process throughout the year and we ensure that no learner gets left behind.

There is a strong emphasis on retention and the achievement of high grades for all students. Punctuality, care of the learning environment and mutual respect between staff and students is actively promoted.

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:

- 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

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- 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) which includes Induction and additional support from the College's Professional Tutors
- 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 that having read this information, you will be encouraged to apply.

We very much look forward to receiving your application.

Andrew Howarth
Head of Public Services
Howarth.a2@runshaw.ac.uk

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JOB DESCRIPTION

JOB TITLE: Counselling Teacher (part-time) – Ref 200266

UPDATED: Feb 2020

RESPONSIBLE TO: Head of Public Services

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

KEY DUTIES
TEACHING RESPONSIBILITIES
<ul style="list-style-type: none">Plan, prepare, teach and assess as required by your line manager
<ul style="list-style-type: none">Develop resources for to 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 and residentials associated with the curriculum.
<ul style="list-style-type: none">Be up to date in teaching and your subject area
STUDENT RESPONSIBILITIES
<ul style="list-style-type: none">Act as a personal tutor
<ul style="list-style-type: none">Manage the pastoral care and discipline of tutees
<ul style="list-style-type: none">Manage the behaviour and discipline 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
<ul style="list-style-type: none">Lead on ensuring all quality assurances are in place for all courses in Counselling
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, course/subject records
ROLE SPECIFIC
<ul style="list-style-type: none">Comply with and maintain the qualifications and skills required by CPCAB in order to teach CPCAB Counselling courses at Levels 2,3& 4
<ul style="list-style-type: none">Participate in CIT meetings

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- Ensure all quality assurances needed are in place and timely
- Liaise with Programme office if any students are a concern

COLLEGE RESPONSIBILITIES

- Participate in appraisal and professional development activities as required
- Value diversity and promote equal opportunities
- Work within health and safety guidelines and be aware of your responsibilities for health and safety
- Adhere to College policies and procedures, including data protection
- Share in the corporate responsibilities for the wellbeing and discipline of all students according to college guidelines
- Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults

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PERSON SPECIFICATION TEACHER

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9- C/4 or equivalent	E	Application form/Interview
Certificate in Education, PGCE or equivalent	D	Application form
Degree or equivalent professional qualification in a relevant subject area	E	Application form
Level 5 CPCAB qualification or equivalent	E	Application form
A willingness to undertake appropriate Continuing Professional Learning	E	Application form/Interview
Membership of an appropriate professional body e.g. CPCAB	E	Application form / interview
TRAINING, EXPERIENCE AND KNOWLEDGE		
Successful teaching experience	D	Application form, Interview and Lesson Observation
Demonstrate a student centred approach to teaching	D	Lesson Observation
Recent industrial experience	E	Application form
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 vulnerable adults	E	Interview/ Employment Checks

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SUMMARY OF MAIN TERMS AND CONDITIONS

TEACHER

SALARY	Up to £24.99 per hour (£30.94 with holiday pay), depending upon qualifications and competencies
WORKING HOURS	Variable hours although it is expected that this is likely to be 6 hours per week, Tuesday and Thursday evenings during term time.
PENSION SCHEME	You are entitled to join the Teachers' Pension Scheme. Further details are available at www.teacherspensions.co.uk
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.gov.uk/government/publications/dbs-code-of-practice 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	You may terminate your employment in writing by providing 6 weeks notice in writing.
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is **12 noon Friday 6 March 2020**

Approved: Andrew Howarth Date: ...04/02/20.....