

July 2022

Dear Applicant,

Thank you for your interest in the post of **Temporary Teacher of Literacy Skills**

The following documents will assist you in your application:

- Job Description and Person Specification
- Summary of Terms and Conditions for Teaching Staff
- Teacher pay scale
- Application and Monitoring Form

The application pack is available to download from the vacancies section of the College website https://www.godalming.ac.uk/Working_For_Us.html

The closing date for receipt of applications is **Thursday 25th August 2022 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

Please return your application form by e-mail as an attachment to hr@godalming.ac.uk

Short-listing and interview arrangements

Since we may not be able to respond to all applicants, if you have not been contacted by **2nd September 2022**, 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 the week commencing Monday 5th September 2022 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

THE LITERACY PROGRAMME

The Literacy Support programme is a 12 week programme in the Autumn Term for students with grade 4 English Language, to help support their Core Studies. Students will partake in weekly 45 minute sessions following a scheme of work. The nature of the programme and timetabling mean that we are open to applicants who require flexibility in hours to fit around existing commitments as both the days of the week and the hours in the day are negotiable.

We are looking for a qualified teacher with a degree in English or related subject who with up to date subject knowledge is passionate about their subject and will to teach English at GCSE level.

TEACHER JOB DESCRIPTION

Job Title: Teacher of Literacy Skills (Temporary Position)

Line Manager: Deputy Principal for Curriculum & Quality

Summary of Job

In accordance with the College Strategic Plan, deliver high quality teaching and learning to enable all students to succeed and progress.

The Literacy Support programme consists of a 12 week programme in the Autumn Term for students with grade 4 English Language, to help support their Core Studies. Students will partake in weekly 45 minute sessions following a Scheme of Work

Main Responsibilities

Set a culture of high expectation which inspires and motivates students

- Establish an effective and stimulating learning environment, allowing all students to perform to the best of their abilities
- Set high standards for students' learning, motivation and attendance
- Display good subject knowledge and understanding of the specification, curriculum intent, keeping up to date with development in the subject area
- Develop high quality resources that inspire learning and stretch and challenge all learners
- in accordance with the relevant scheme of work, prepare thoroughly, including the planning of well-structured lessons and associated assignments, as appropriate
- Reflect on the effectiveness of lessons and approaches to teaching, and respond to advice and feedback from colleagues
- Promote high standards of literacy and numeracy

Adapt teaching to respond to the strengths and needs of all students

- Have a secure understanding of how a range of factors can inhibit students' ability to learn and how best to overcome these
- Have a clear understanding of the needs of all students, including those with special educational needs, and be able to use and evaluate distinctive teaching approaches to engage and support them

Manage behaviour effectively to ensure a good and safe learning environment

- Establish a safe and stimulating learning environment for all students regardless of sex, disability, religion or belief, sexual orientation, gender reassignment, or special educational need
- Have clear expectations and routines for behaviour in classrooms and take responsibility for promoting a positive learning environment

Demonstrate effective learning is taking place and make accurate and productive use of assessment

- Check regularly that learning has been achieved, making use of formative and summative assessment to secure students' progress
- Give students regular feedback, both orally and through accurate marking and encourage students to respond positively to feedback
- Maintain accurate records, regularly assessing and grading student work
- Assess, record and report on student progress and attainment in line with College policy

Additional Responsibilities

- Maintain accurate records of class attendance using the College registration system and to follow up student absence
- Communicate with the parents of students as appropriate

- Participate in the College's quality assurance procedures, for example Lesson Observations and Departmental Self-Assessment process

Contribute to the overall management of the College and adhere to its policies and procedures:

- Act at all times in accordance with the College's Safeguarding and Child Protection Policy
- Participate in the College's Professional Review scheme
- Take responsibility for improving teaching and learning through continued professional development, including participation in training provided by the College
- Always adhere to the College's IT Acceptable Use Policy
- Participate in the maintenance of satisfactory standards of health, safety and security in relation to the Department in accordance with College policies
- Demonstrate an awareness and commitment to Safeguarding, Equality, Diversity and Inclusion, Health and Safety and Data Protection
- Carry out any other reasonable request, as may be required from time to time, by the Principal

PERSON SPECIFICATION FOR POST OF TEACHER OF LITERACY SUPPORT

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

Qualifications

- Be a graduate with a degree in English or related subject
- Have an appropriate teaching qualification; PGCE or equivalent

Experience and Skills

- Ability to teach English at GCSE level
- Up to date subject knowledge
- Understanding of how students learn and what constitutes effective teaching, learning and assessment
- Excellent interpersonal and communication skills
- Very good organisational ability

Qualities

- Enthusiasm for subject and teaching
- Inspire learning and promote student success
- Ability to continuously reflect and evaluate
- Have high expectations of all students
- Understanding of and affiliation to the 16-19 age group
- Be committed to continuous professional development
- Maintain high standards of behaviour, in line with the Staff Code of Conduct, and the policies and procedures of Godalming College, as well as having regard to the SFCA teaching standards

Desirable

- Post 16 teaching experience

THE 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.

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 staff in facilities that have seen major investment over many years. We have 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 clearance, right to work in the UK check 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 according to the Sixth Form College Teachers' pay spine and the Godalming College Single Leadership spine, depending on previous teaching experience. The Academy Trust Board reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1st September. Incremental progression is subject to satisfactory performance review.

WORKING HOURS

Full-time teaching staff have a time-tabled teaching commitment of 23.5 hours plus almost 9 hours directed time per week. Part-time staff will normally be appointed for a pre-determined number of time-tabled hours with an additional proportionate directed time element. In addition, a teacher will be expected to work such additional hours as may be needed to discharge their duties effectively including, in particular, the marking of student work, the writing of reports on students, preparation of lessons, teaching material etc.

COLLEGE YEAR & TERM DATES

The College year runs for a period of twelve months from 1st September-31st August although the official start of the Autumn term varies. In 2021, the Autumn Term began on 31st August for all staff.

PENSION

The Teachers' Pension Scheme provides a full range of benefits and full details can be found on their website <https://www.teacherspensions.co.uk/>

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 staff.

OTHER INFORMATION

The College is within walking distance of Godalming town centre and the railway station. Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus. There is a Restaurant that provides a range of hot meals, salad bar and sandwiches. There is also a Snack Bar and mid-morning catering service available in the Staff Room. The gym with fitness training equipment is available for staff use between the hours of 8am – 5.30pm (when not being used for teaching purposes).

Godalming College Teacher Pay
Spines

1st September 2021

Plus Fringe Allowance on all points £1,092

a) SFCA National Spine (NSP)

NSP1	£25,826
NSP2	£27,537
NSP3	£29,367
NSP4	£31,318
NSP5	£33,399
NSP6	£35,792
NSP7	£37,246
NSP8	£39,720
NSP9	£42,149

b) Godalming College Single Leadership Spine

A	L1	£42,500
	L2	£43,221
	L3	£43,955
B	L4	£44,703
	L5	£45,463
	L6	£46,236
C	L7	£47,022
	L8	£47,821
	L9	£48,635
D	L10	£49,461
	L11	£50,303
	L12	£51,158
E	L13	£52,026
	L14	£52,911
	L15	£53,811
	L16	£54,726
	L17	£55,656
	L18	£56,601
	L19	£57,564
	L20	£58,542
	L21	£59,538

c) Godalming Responsibility Allowances

R1	£559
R2	£1,281
R3	£2,016
R4	£2,763
R5	£3,524
R6	£4,297