

March 2024

Dear Applicant,

Thank you for your interest in the post of **Part Time Teacher of IT/Computing**

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Benefits at Godalming College
- Teacher pay scale

The application pack is available to download from the vacancies section of the College website [https://www.godalming.ac.uk/Working\\_For\\_Us.html](https://www.godalming.ac.uk/Working_For_Us.html) and as a hard copy from the HR Department – [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk)

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 against the criteria in the 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 15<sup>th</sup> April 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 **19th April 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 on Thursday 25<sup>th</sup> April 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 220 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.

The College year runs for a period of twelve months from 1<sup>st</sup> September-31<sup>st</sup> August although the official start of the Autumn term varies. In 2023, the Autumn Term will begin on 29<sup>th</sup> August for all staff.

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.

Teaching 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 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 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.

## Teacher of IT and Computing Part Time (0.4-0.6 FTE/2-3 days)

The College is looking to appoint a suitably qualified and innovative part time teacher to work in the Physics, BTEC IT and Computer Science department on a part-time basis (approx. 0.4 to 0.6) from the start of the academic year 2024/25. The ability to teach on more than one course is desirable but not essential.

Applicants will need to be enthusiastic and committed teachers who are aware of and sympathetic to the needs of 16-19-year-olds. Applications from recently qualified entrants to the profession would also be encouraged.

## The Physics and Computing Department

- The Physics and Computing Department currently offers AQA Computer Science, BTEC IT as a Diploma, Certificate and Extended Certificate, and AQA A level in Physics, offering all five options to students in the second year.
- The department benefits from modern, purpose-built accommodation in large classrooms, with teacher access to PCs as well as individual Microsoft Surface Pros. In addition, students have access to individual high-spec PC's to complete their work.
- The number of BTEC IT and A-level Computing students is on the rise as the subjects become increasingly popular with our students.
- The department has a history of good exam results. Godalming College was recently graded 'outstanding' following the last Ofsted review.
- The staff in the Department work closely together with an emphasis on sharing good practice and resources, and regular team meetings, both formal and informal.
- All teachers are expected to act as a personal tutor, to a group of approximately 20 students.
- The department run weekly lunchtime workshops and members of the team contribute to these.
- The College day is 8.45 until 4.15 and each teaching period is 45 minutes long.

## JOB DESCRIPTION

**Job Title:** Teacher of IT and Computing  
**Line Manager:** Head of Department

### Summary of Job

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

### 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
- 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

## **Be a tutor for a group of students, supporting tutees and monitoring their progress throughout their time at College**

- Support students and help them with any problems, personal or academic, which they might encounter during their time at College – including referral to the Senior Tutor, the Learning Support Team, the Health and Wellbeing Officer or Counsellors
- Act as the link between the College and parents, keeping them informed where concerns arise
- Deliver the Shaping Futures Programme in the designated Tutorial period, as well deliver the induction and progression tutor sessions as required
- Check on absence from College on a weekly basis and contact parents where absence is a concern
- Deal with tutees who have unsatisfactory effort and behaviour. This will involve liaison with subject staff, and the Senior Tutor, as well as parents
- Carry out 1-2-1 meetings to review progress with tutees, as per the College Shaping Futures (Tutorial) programme
- Prepare high quality references e.g. UCAS or apprenticeships for tutees, keeping to internally set College deadlines
- Attend all scheduled Personal Tutor meetings

### **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 and prospective students, including attendance at Parents' Evenings, CAS sessions, Department meetings and Open Evenings
- Contribute to the College Enrichment programme if required
- Provide cover within Departments for staff who may be absent on a short term or occasional basis
- 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 IT AND COMPUTING

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

### Qualifications

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

### Experience and Skills

- Ability to teach IT and Computing at A 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
- A track record of success teaching IT, Computing or a related subject

### 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
- Be flexible and willing to deliver on the College Enrichment programme
- 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

## 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.

## Godalming College Teacher Pay Spines

1st September 2023

Plus Fringe Allowance on all points  
£1,222

### a) SFCA National Spine (NSP)

NSP1	£30,500
NSP2	£31,673
NSP3	£33,465
NSP4	£35,522
NSP5	£37,526
NSP6	£40,025
NSP7	£41,650
NSP8	£44,417
NSP9	£47,133

### b) Godalming College Single Leadership Spine

A	L1	£47,526
	L2	£48,332
	L3	£49,153
B	L4	£49,989
	L5	£50,839
	L6	£51,704
C	L7	£52,582
	L8	£53,476
	L9	£54,386
D	L10	£55,310
	L11	£56,251
	L12	£57,208
E	L13	£58,178
	L14	£59,168
	L15	£60,175
	L16	£61,197
	L17	£62,238
	L18	£63,294
	L19	£64,371
	L20	£65,464
	L21	£66,578

### c) Godalming Responsibility Allowances

R1	£625
R2	£1,432
R3	£2,255
R4	£3,090
R5	£3,941
R6	£4,805