

April 2025

Dear Applicant,

Thank you for your interest in the post of **Full time Course Leader and Teacher of Politics.**

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 and as a hard copy from the HR Department – 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 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

The closing date for receipt of applications is **Monday 12th May 2025 at 9a.m.**

Short-listing and interview arrangements

Since we may not be able to respond to all applicants, if you have not been contacted by **16th May 2025**, 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 Tuesday 20th May 2025 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 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 we are delighted that the College was again rated Outstanding by Ofsted in November 2024.

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

In our 2024 Staff survey, 97.6% of staff said they were proud to be a member of staff at the College and 95.2% of staff would recommend working at Godalming College. The following quotes from members of our current team describe why they think our College is a great place to work:

"The sense of community, common purpose, and kindness to each other. The willingness to help each other, support each other and look after each other. We are proud to be continually improving - which is a signature of Godalming College".

"Godalming College is a fantastic, welcoming and inclusive place to work. I deeply enjoy being at work, and I think senior leaders and managers do a very good job of being approachable and understanding".

The success of Godalming College has at its heart community, with students from all walks of life enjoying a whole range of opportunities in a welcoming, inclusive and friendly environment. We have high expectations for our students, and they enjoy a vibrant and stimulating learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff.

We are very proud of our campus and facilities. We continue to invest in our facilities to ensure they remain of the highest quality for our students and staff. As well as its bespoke teaching blocks, the College has a Media suite, Science labs, Dance, Drama and Music studios, Netball and Tennis courts and an 11-acre site for Rugby and Football pitches, as well as onsite in-house catering provision. We are currently in the process of expanding our social space for students with an extension to the Student Hub due to be opened this April.

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 1st September-31st August although the official start of the Autumn term varies. In 2025, the Autumn Term will begin on 26th 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 1st 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.

Course Leader of Politics and Teacher of Politics Full Time

The College is eager to appoint a skilled and enthusiastic Politics course leader and teacher to join our successful History and Politics Department. We are looking for colleagues who are passionate about their subject and potentially willing to teach on a combination of courses. You would be joining a team of teachers who between them deliver A Levels in Ancient History, History of Art, History (Democracy & Dictators) & History (Revolutions & Rebellion), as well as Politics to approximately 600 students.

The History & Politics Department

We are team of nine full-time and part-time History and Politics teachers offering high levels of expertise in teaching and learning, contributing to the college's overall *outstanding* provision.

Teaching and learning have a strong emphasis on well-structured, teacher led activities to enable a varied and engaging lesson. It is a very committed and highly efficient Department. Relations between staff and students are also extremely strong and supportive.

- 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.
- The department run weekly lunchtime workshops and all members of the team contribute to these.
- We have a long-standing record of high-quality provision and strong student achievement. Our results are in line with the college's general profile of outstanding provision, with particularly impressive levels of 70% A*-B grades in Ancient History, History D&D and History of Art and 15% A* rate in History R&R and 10%A* rate in Politics. Full details of college examination entries and results can be found in the Courses section of the college website: www.godalming.ac.uk
- The Department benefits from modern, purpose-built accommodation in large classrooms, with teacher access to PCs as well as individual Microsoft Surface Pros.
- All teachers are expected to act as a personal tutor, to a group of approximately 20 students.
- The College day is 8.45 until 4.15 and each teaching period is 45 minutes long.

COURSES	<ul style="list-style-type: none"> • Politics (Pearson) <ul style="list-style-type: none"> ○ Both US and global politics options are offered for U3 • Ancient History (OCR) • History of Art (Pearson) • History Democracy & Dictators (OCR) <ul style="list-style-type: none"> ○ Wars of the Roses & Henry VII, Germany 1919-1963 and Russia 1855-1964 • History Revolutions & Rebellion (OCR) <ul style="list-style-type: none"> ○ Britain 1930-1997, The French Revolution and the rule of Napoleon 1774–1815 and US Civil Rights 1865-1992
STUDENT EXAMINATION ENTRIES and RESULTS	<ul style="list-style-type: none"> • Full details of college examination entries and results can be found in the Courses section of the college website: www.godalming.ac.uk

TEACHER JOB DESCRIPTION

Job Title: Teacher of Politics

Line Manager: Head of Department – History & Politics

Summary of Job

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

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
- 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

JOB DESCRIPTION

Job Title:	Course Leader of Politics
Line Manager:	Head of History and Politics
Responsible for:	Politics A level

Summary of Job

To support the Head of Department for History and Politics in the management of the Politics course in addition to your teaching duties.

Responsibilities

Teaching

- 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

Management

- To support the Head of Department in the planning of the timetable
- To support the Head of Department in undertaking appropriate activities concerned with marketing, recruitment and liaison which are relevant to both the subject and the wider interests of the College
- To delegate responsibilities to assigned technicians in your subject area
- Ensure effective and efficient delivery of teaching programmes that have been pre-agreed with the Head of Department
- Attend half-termly meetings with the Head of Department
- Investigating and responding to any concerns raised by students or parents with regard to the teachers and technicians within the subject area

Course Administration

- To prepare and develop teaching and assessment materials and resources for the course area
- To ensure all Exam Board requirements are met – liaising with the Head of Department to ensure suitable moderation processes are in place in line with JCQ guidelines, checking exam entries and exam board paper work as well as ensuring the uploading of marks. Liaising with the Head of Department on any 'Review of Moderation' requests.
- To maintain good quality departmental documentation including schemes of work, student records, as well as online resources, relevant policies and contribute to the annual self-assessment
- To maintain an effective and high-quality virtual learning environment for the course, using Microsoft Teams

Student Progress and Experience

- To ensure appropriate quality of monitoring, assessment, recording and evaluation of student progress via Markbook and the Student Review Process and performance in liaison with the Head of Department
- To maintain suitable strategies for student support and guidance using the pastoral system.

- To run the learner voice for their course in liaison with the Head of Department for the January deadline and ensure the cross college learner voice instructions are completed in May
- To provide opportunities for students through the 'Future Fridays' sessions in May to understand progression routes in the subject and to inspire them to continue with the subject.

Appraisal and Staff Development

- To encourage the development of teaching and learning strategies ensuring successful outcomes for students within the course area
- Liaise with other teachers who are delivering on the course, keeping them up to date with any specification changes and giving help and advice where appropriate
- To support any quality assurance procedures in liaison with the Head of Department and Director of Faculty (including lesson observations)
- To provide professional review updates in January and July for teaching and technician staff assigned to the Course Leader

Other Responsibilities

- Manage the physical and financial resources of the course in terms of ordering supplies etc. in liaison with the Head of Department
- To ensure that Health and Safety standards are met across the course with use to the classroom and workroom environments
- To participate in meetings arranged for any of the purposes described above and participate in other relevant administrative and organisational tasks including providing cover for absent teachers
- Any other responsibilities which the Principal may reasonably ask to be performed
- 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 Principal from time to time.

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

PERSON SPECIFICATION FOR POST OF COURSE LEADER OF POLITICS AND TEACHER OF POLITICS AND HISTORY

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

Qualifications

- Be a graduate with a degree in Politics or related subject
- Have an appropriate teaching qualification; PGCE or equivalent or be interested in completing the teacher trainee programme

Experience and Skills

- Ability to teach Politics 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

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
- Ability to also teach A-Level History

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.

* www.teacherspensions.co.uk & www.lgpsmember.org

Godalming College Teacher Pay Spines
1st September 2024

Plus Fringe Allowance on all points £1,289

a) SFCA National Spine (NSP)

NSP1	£32,178
NSP2	£33,415
NSP3	£35,306
NSP4	£37,476
NSP5	£39,590
NSP6	£42,226
NSP7	£43,941
NSP8	£46,860
NSP9	£49,725

b) Godalming College Single Leadership Spine

A	L1	£50,140
	L2	£50,990
	L3	£51,856
B	L4	£52,738
	L5	£53,635
	L6	£54,548
C	L7	£55,474
	L8	£56,417
	L9	£57,377
D	L10	£58,352
	L11	£59,345
	L12	£60,354
E	L13	£61,378
	L14	£62,422
	L15	£63,485
	L16	£64,563
	L17	£65,661
	L18	£66,775
	L19	£67,911
	L20	£69,065
	L21	£70,240

c) Godalming Responsibility Allowances

R1	£659
R2	£1,511
R3	£2,379
R4	£3,260
R5	£4,158
R6	£5,069

Last updated 05/02/2025

Implemented in March 2025 Payroll & Backdated to 1/9/24