May 2023

Dear Applicant,

Thank you for your interest in the post of **Trainee Teacher.**

The College currently has opportunities for Trainee Teachers in Business, Physics, Computing & IT and Maths.

The following documents will assist you in your application:
- College and Department information
- Job Description and Person Specification (For a Teacher & Learning Support Facilitator)
- Benefits at Godalming College
- Teacher pay scale

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

The closing date for receipt of applications is **Wednesday 7ᵗʰ June 2023 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 **12ᵗʰ June 2023**, 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 during week commencing 12ᵗʰ June 2023 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 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 1st September-31st August although the official start of the Autumn term varies. In 2023, the Autumn Term will begin on 29th 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.

Godalming College's Trainee Teacher Scheme

To apply for our trainee teacher scheme, you must have a level 4 or above in English and Maths, relevant degree, graduate diploma, or combined honours degree in the subject which you wish to teach (the current vacancies are in Business, Physics, Computing & IT, and Maths) and be committed to starting a career in teaching. You must also be enthusiastic and passionate about your subject as well as working with young people. Ideally, this is on a full-time basis, but for some roles applications from candidates who wish to be a part time (minimum 3 days) trainee teacher will be considered.

You will be teaching for around 9 hours per week plus a tutor group. You will also be doing some learning support work which will give you the opportunity to experience lessons taught by other staff. The post includes some additional time to help you plan and prepare for lessons as well as keep up to date with work for your PGCE. The actual salary will depend on the proportion of time allocated to teaching and will be confirmed at offer stage. For this trainee post, we envisage the actual annual salary will be approximately £22,500.

You will complete your PGCE on a part-time basis over the two years and the cost of the PGCE course will be paid by the College. Our normal expectation is for trainee teachers to enrol on the PGCE at Reigate College as this course is most suited to trainee teachers in the sixth form college sector. We appreciate this may not always be a suitable location for all trainees, depending on their home location and there are other courses that are possibilities which can be discussed at interview.

Trainee teachers are employed on a fixed-term contract for approximately two years. The purpose of the contract is to allow you to complete your teaching qualification while at the same time gain practical experience of teaching and learning support work. At the end of your training contract, the College may be able to offer you employment depending on our teaching requirements at the time but as with all trainee teacher schemes, there is no guarantee of a permanent position.

The Business Department

- Business Studies courses are offered as part of our core provision to 16-19 students. The Business department currently offers A-Level Business Studies and follows the Eduqas specification. It also offers the BTEC Extended Certificate and Diploma in Business (NQF) at Level 3.

- The Department has an excellent record of outstanding student achievement, high quality provision and innovative curriculum development.

- Examination performance is very strong both in terms of headline results and value added. The A Level Business A*-B pass rate was 75% last year (ALPS grade 3) and the BTEC courses achieve a 100% pass rate year on year. Please see the College website for more information on the results.

- The Department benefits from modern, purpose-built accommodation in large classrooms, with teacher access to PCs as well as individual Microsoft Surface Pros.

- The Department has a strong team ethos, sharing resources and the teaching of groups.

The Physics, Computing and IT Department

- The Physics, Computing and IT department currently offers A-Level Physics and Computer Science both following the AQA specification. It also offers the IT BTEC Extended Certificate and Diploma at Level 3 with Pearson, choosing to focus on optional units that specialise in Games and Web Development. The department also runs a range of workshops including a non-accredited 'Maths for Physics' support course for students who opt not to study Maths and it also teaches the Physics units for BTEC Applied Science course.

- The department provides a wide range of Extra-curricular opportunities for students including: supporting students in Olympiads, running Electronics and Radio Club, Astronomy club, short courses in Engineering and Robotics, as well as competing nationally in eSport leagues.

- The department has an excellent record of quality provision. The A Level Computer Science pass rate was 100% last year and the A*-B pass rate was 63 %. In A Level Physics the pass rate was 97% with the A*-B pass rate at 74%. (ALPS Grade 3). The BTEC pass rate is also 100%.

- The department embraces the use of technology and has a large, well equipped Physics laboratory. Additionally, the department boasts two dedicated spacious and very well resourced computer suites with state-of-the-art gaming spec PCs, with industry standard software.

- The department places a strong emphasis on practical work, with each Physics group completing a double practical session every week. We seek to give students opportunity to conduct experiments across the whole course well beyond the compulsory experiments. For Computing and IT, a dedicated workshop is available throughout the course, which particularly supports the technical units and 3D modelling aspects of the courses.

- The department has both IT and Physics dedicated technicians who assist the department and ensure the teachers have access to any resources they need.

- Departmental staff enjoy an excellent working relationship, with the emphasis on sharing good practice and resources. Classes are almost always shared between 2 teachers. Some teachers specialise, teaching one course while others prefer the variety of delivering in all 3 areas of the department.

The Mathematics Department

- The Mathematics Department currently offers courses in GCSE Maths (resit), Core Maths, A-level Maths, A-level Further Maths and AS Further Maths. Staff teach across all courses and the successful candidate would ideally be able to do the same.

- Examination performance is very strong both in terms of headline results and value added. A Level (2022): 68.9% A*-B, pass rate 99.4% (ALPS grade 4). A Level Further Maths: 100% A*-B, pass rate 100% (ALPS grade 2). The GCSE Maths resit results are well above the national average, with 40% of our current cohort already having passed in November. The Department takes pride in doing the best for its students. Please see the College website for more information on our results.

- The Department is forward-thinking and has a well-developed department portal full of resources to support learning. Microsoft Teams is used to communicate with staff and students, and as a powerful teaching tool, many staff utilise OneNote to share resources and provide feedback. The Department is keen to encourage the use of e-learning, prepared booklets, and texts as a means of meeting the individual learning needs of students. All A Level students are expected to use a graphical calculator. GCSE students benefit from the use of 'Century' software to provide personalised, intuitive activities and support.

- Our classrooms are well stocked with mini whiteboards and multiple large whiteboards around the room to facilitate them working together and to help the teacher give personalised feedback.

- Philosophy A Level also sits within this Department; the Department currently consists of 12 teaching staff (9 Maths teachers, 2 Philosophy teachers and 1 who teaches both), 9 classrooms, and 3 staff workrooms. Staff in the department work closely together, it is a supportive team with a wealth of experience; there is an emphasis on sharing good practice and resources. There are regular team meetings, both formal and informal.

Additional information

- Departments run weekly lunchtime workshops and all members of the team contribute to these.

- 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.

TEACHER JOB DESCRIPTION

Job Title: **Subject Teacher**

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.

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

Godalming College

PERSON SPECIFICATION FOR POST OF TEACHER

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

Qualifications

- Be a graduate with a degree in Business, Mathematics, Physics 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 Business, Physics, Computing & IT, and Maths at A Level/BTEC and GCSE
- 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

- Experience of teaching Business, Physics, Computing & IT, and Maths at A Level and GCSE
- Experience of successfully preparing students for Grade 4 at GCSE, either as resit students or year 11s

JOB DESCRIPTION

Job Title: *Learning Support Facilitator*

Line Manager: *Learning Support Manager*

Summary of Job

To provide learning support for students

Responsibilities

To be responsible to the Learning Support Manager and to work as part of a flexible and supportive team to help students gain full access to their chosen courses.

To support students to overcome barriers to learning so they are able to work as independently as possible.

To support students in class, during private study sessions to develop effective study skills, good organisation and work habits.

To liaise with the Learning Support Manager and Teachers in reporting on students progress, attendance and identifying any problem areas.

Maintain effective records of support work undertaken as directed, ensuring the confidentiality of these records in accordance with Data Protection and Disability Discrimination legislation.

To participate actively in team meetings and training programmes where appropriate.

Act as a reader or scribe for students during examinations.

Any other duties which may reasonably be required within the overall purpose and scope of the job, such as admin duties and use of internal record keeping.

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 Godalming College management team or Learning Support Manager from time to time

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

Last review date: July 2021
Review carried out by: Learning Support Manager and Assistant Principal Student and Staff Development.

Godalming College

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 2022

Plus Fringe Allowance on all points
£1,147

a) SFCA National Spine (NSP)

NSP1	£28,125
NSP2	£29,740
NSP3	£31,423
NSP4	£33,354
NSP5	£35,236
NSP6	£37,582
NSP7	£39,108
NSP8	£41,706
NSP9	£44,256

b) Godalming College Single Leadership Spine

A	L1	£44,625
	L2	£45,382
	L3	£46,153
B	L4	£46,938
	L5	£47,736
	L6	£48,548
C	L7	£49,373
	L8	£50,212
	L9	£51,067
D	L10	£51,934
	L11	£52,818
	L12	£53,716
E	L13	£54,627
	L14	£55,557
	L15	£56,502
	L16	£57,462
	L17	£58,439
	L18	£59,431
	L19	£60,442
	L20	£61,469
	L21	£62,515

c) Godalming Responsibility Allowances

R1	£587
R2	£1,345
R3	£2,117
R4	£2,901
R5	£3,700
R6	£4,512