

March 2023

Dear Applicant,

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

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification (For a Teacher of Law & 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 **Monday 20th March 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 **25th March 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 27th March 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

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 (in Law, graduate diploma in law or a combined honours degree) 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 13.5 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 £24,300.

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 Law Department

- The Department is characterised by highly experienced legal and teaching professionals. 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.
- Law students benefit from a variety of regular enrichment activities including the Law Next – enrichment programme, visits to Law Courts, Careers event, and in-house intensive revision sessions. The Department was an important contributor to the Grade 1 awarded at the [most recent] 2019 Ofsted inspection.
- 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.
- We are team of three full-time and part-time Law teachers offering high levels of expertise in teaching and learning, contributing to the college's overall *outstanding* provision.
- The College day is 8.45 until 4.15 and each teaching period is 45 minutes long.

COURSES	• A Level Law (AQA) – with Paper 3A Contract Law
STUDENT EXAMINATION ENTRIES and RESULTS	• 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 Law

Line Manager: Head of Law

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

PERSON SPECIFICATION FOR POST OF TEACHER OF LAW

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

Qualifications

- Be a graduate with a degree in Law, graduate diploma in law or a combined honours degree
- Have an appropriate teaching qualification; PGCE or equivalent

Experience and Skills

- Ability to teach Law at A Level/BTEC/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

- Post 16 teaching experience

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.

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 £1,125

a) SFCA National Spine (NSP)

NSP1	£26,601
NSP2	£28,363
NSP3	£30,248
NSP4	£32,258
NSP5	£34,401
NSP6	£36,866
NSP7	£38,363
NSP8	£40,912
NSP9	£43,413

b) Godalming College Single Leadership Spine

A	L1	£43,775
	L2	£44,518
	L3	£45,274
B	L4	£46,044
	L5	£46,827
	L6	£47,623
C	L7	£48,433
	L8	£49,256
	L9	£50,094
D	L10	£50,945
	L11	£51,812
	L12	£52,693
E	L13	£53,587
	L14	£54,498
	L15	£55,425
	L16	£56,368
	L17	£57,326
	L18	£58,299
	L19	£59,291
	L20	£60,298
	L21	£61,324

c) Godalming Responsibility Allowances

R1	£576
R2	£1,319
R3	£2,076
R4	£2,846
R5	£3,630
R6	£4,426