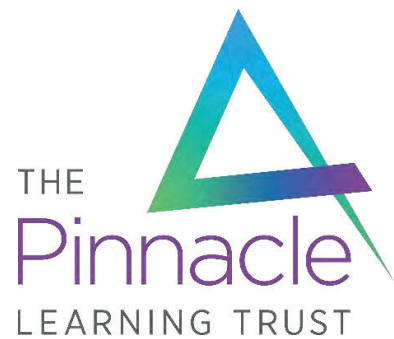




Tutor for Law



www.pinnaclelearningtrust.org.uk



We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Should you have any questions over the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

All completed applications must be returned by 12 noon on the closing date on the advert to:

hr@pinnaclelearningtrust.org.uk

We cannot accept information held on CV's and therefore your application and accompanying statement must show all information about you and how you meet our requirements, using the job description and person specification will assist you with this (Please provide a day-time contact number on your application form).

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing and how you were supported.

Teaching staff roles only are requested to provide results from the last three academic years within the application process.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,

The HR Department

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.

Teaching Law at OSFC

The breadth of talented teachers within our area creates an exciting learning environment for our students where they are challenged and inspired in each and every lesson. We have experienced moderators and exam markers across our teaching team, and their insider knowledge features extensively within our courses, ensuring that our students get the best preparation for their examinations. In addition to this the Business and Law faculty wholly committed to promoting excellence within education, enjoying roles alongside their teaching commitments, including, Advanced Skills teachers and Early Careers Teacher Mentors.

We offer a fantastic experience to all of our students, many of whom gain outstanding results and go on to great pathways at university and beyond. Law enjoys outstanding results year on year which results in many of our students pursuing law degrees. We ensure that students gain a wide introduction to the many potential careers and employment prospects through trips, visitors and our contribution to the Xtras programme.

We are an energetic curriculum area and offer many exciting additional opportunities beyond the classroom working hard to ensure all students have the chance to broaden their horizons. We regularly have guest speakers who are former students, industry specialists and academics from higher education. We have regular visits to local universities, the law courts and revision booster days. There is also an annual law trip to London where we visit the Old Bailey, the Supreme Court of Justice and parliament. Within the faculty there are lots of additional enrichment opportunities from Amnesty International through to Young Enterprise.

We are a strong team, developing high quality resources and planning those very important experiences and interactions which support both our students and each other. Students comment on how supportive and approachable we are within the faculty; they speak highly of our lessons, passion for the courses we deliver and the additional support we offer.

We look forward to working with like minded individuals with an exceptional level of commitment, ready to support and challenge one another to achieve the very best learning experience for our students.



Oldham Sixth Form College Job Description

Subject Tutor

Salary Grade: SFC A Teaching Scale

Purpose of the Role

Under the guidance of the Curriculum Area Leader (CAL) to deliver outstanding teaching and learning in the context of the College mission to ensure the students make excellent progress and are successful in their studies.

Summary of Main Duties and Responsibilities:

- To undertake an appropriate programme of teaching in line with College's Teaching and Learning policy.
- To contribute to the planning activities of the Curriculum Area to ensure the needs of the students and the aims and objectives of the College are met.
- To contribute to the development of resources, schemes of work, marking policies and teaching strategies for the subject area.
- To ensure that lessons address the literacy, numeracy and specific learning needs of students.
- To undertake assessment of student work in line with the College's Assessment policy and monitor student progress against targets and report to parents and College management.
- To communicate effectively and professionally with students, staff and parents.
- To maintain accurate and up-to-date records relating to students in accordance with the Data Protection Act.
- To actively monitor student absences and behaviour and take appropriate action as required.
- To keep abreast of subject and syllabus developments nationally so as to inform curriculum planning in the area and ensure teaching and learning is relevant and up-to-date.
- To contribute to the overall work of the subject within the College, including trips and visits, enrichment programmes and extra-curricular activities as appropriate.
- To contribute to the College liaison and marketing activities, eg the development of effective subject links with partner schools and employers, attendance at Information Mornings and other partnership activities and the collection of materials for press releases.
- To liaise with higher education, industry, examination boards, awarding bodies and other external agencies where appropriate.
- To ensure the effective operation of quality assurance systems and implementation of quality procedures.
- To attend departmental meetings.

Requirements of all Staff:

- To promote and uphold the College's Mission Statement, values and strategic aims objectives.
- To comply with College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively with colleagues, students, parents and other partners, regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the College Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal.

Relationship to other posts within the College

Supervision received: Course Leader, Curriculum Area Leader

PERSON SPECIFICATION: SUBJECT TUTOR

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Experience and proven success in teaching AS & A2 Level (or equivalent standard) in the subject area.	✓		Application/Interview
Ability to teach more than one subject on the College curriculum offer.		✓	Application/Interview
Successful experience of teaching vocational qualifications, BTEC, GCSE, International Baccalaureate or others.		✓	Application/Interview
Successful experience of working on cross-curricular initiatives and extra-curricular activities.		✓	Application/Interview
Evidence of consistent good or outstanding observation grades as appropriate.	✓		Application/Interview
Experience as an examiner/moderator.		✓	Application/Interview
Evidence of high levels of student satisfaction as appropriate.	✓		Application/Interview
Participation in in-house, local or national working groups.		✓	Application/Interview
Experience of implementing College Quality Assurance Policies.	✓		Application/Interview
Skills and Knowledge			
Ability to deliver a creative and effective curriculum that is appropriate to the needs and interests of students, the local area and the national agenda.	✓		Application/Interview
Effective communication and well developed written and oral skills.	✓		Application/Interview
Excellent standards of literacy and numeracy.	✓		Application/Interview
Up-to-date knowledge and understanding of educational developments relevant to the curriculum area, including 14-19 and in HE.	✓		Application/Interview
Ability to develop creative and innovative resources.	✓		Application/Interview
Sound administrative and organisation skills and ability to prioritise own work, work under pressure and meet deadlines.	✓		Application/Interview
Education and Qualifications			
Qualified Teacher Status/Qualified Teacher Learning and Skills	✓		Application
Strong academic background in specialist subjects.	✓		Application
At least 2:1 honours degree.		✓	Application
Attitude and Personal Qualities			
Excellent interpersonal skills and ability to establish and maintain good working relationships with others.	✓		Application/Interview /References
Ability to work independently and as part of a team member.	✓		Application/Interview /References
Commitment to the College Mission culture and ethos.	✓		Application/Interview /References
Ability to work with motivate students.	✓		Application/Interview /References
Positive and Enthusiastic.	✓		Application/Interview /References
A positive attitude to IT and a willingness to learn to use digital resources effectively.	✓		Application/Interview /References
Commitment to the College's Teaching and Learning Strategy.	✓		Application/Interview /References
Active participation in continuous professional training and development.	✓		Application/Interview /References
Suitability to work with children.	✓		Enhanced DBS clearance/References

Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues.	✓		Application/Interview
Ability to respond flexibly and creatively to new challenges and opportunities.	✓		Application/Interview /References
Empathy with the 16-19 year age group and the provision of a quality service for young people.	✓		Application/Interview

The Job Description for Subject Tutor was agreed as detailed below and will be kept on the personal file within the HR department.

Name of the post holder:	Date:	Version number:
	July 2014	1
Signed:	Date:	

Oldham Sixth Form College – Job Description

Subject Course Leader

Supplementary Role - The Course Leader role is a supplementary post alongside that of a Subject Tutor, therefore this Job Description and Person Specification should be used in conjunction with the Subject Tutor Job Description and Person Specification.

Purpose of the Role

To manage the delivery of the course(s) and be accountable for student outcomes and the quality of teaching, learning and assessment in the subject area, ensuring that all students are offered the opportunity to achieve their full academic potential.

Course Leader Responsibilities

- Work with the Curriculum Area Leader to identify and achieve annually negotiated targets and to support and monitor continuous quality improvement through the college's quality assurance system, including producing relevant Self-Assessment Reports and Capacity to Improve Plans.
- Provide positive and supportive team leadership and effective communication for all staff involved in the delivery of the courses, including holding and chairing meetings as necessary.
- Use appropriate data and management information, including student surveys and course reviews to review the quality and performance of the course and put appropriate improvement measures in place as necessary.
- Ensure the effective monitoring of student progress, attendance and achievement, maintain appropriate manual and computerised records and provide effective support for students identified as being 'at risk' in the subject.
- Ensure that the course is well planned and effectively delivered inline with college priorities.
- Ensure that all aspects of the course are fully aligned to the requirements of the relevant awarding organisation. This will include specification content and assessment objectives and, where relevant, standards verification and moderation. Ensure that the scheme of work and schedule of assessment are up to date and being implemented effectively and consistently across the course.
- Ensure that the course resources are up to date and meet the needs of students.
- Develop and guarantee the provision of Inclusive Learning for all students by the effective development and use of the College's learning resources and facilities.
- Working with the CAL, ensure staff teaching on the course have appropriate training and development.
- Contribute to and support the College's quality processes (eg Curriculum Area Review).
- Arrange for lessons to be covered when staff are absent and for the provision of relevant work to students.
- Manage delegated budgets and ensure the efficient deployment of physical and human resources in line with the College's Financial Regulations.
- Liaising with the Examinations Manager and Head of Student Services, ensure data is accurate and internal and external deadlines are met.

Relationship to other posts within the College

Supervision given to: Course Team (Teaching and Learning Support Staff)

Supervision received from: Curriculum Area Leader

PERSON SPECIFICATION: SUBJECT COURSE LEADER

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
2 years' teaching experience	✓		Application/Interview
Proven success in teaching AS & A2 Level or Vocational courses in the subject area.	✓		Application/Interview
Successful experience of working on cross-curricular initiatives and extra-curricular activities.		✓	Application/Interview
Evidence of consistent good or outstanding observation grades.	✓		Application/Interview
Experience as an examiner/moderator.		✓	Application/Interview
Evidence of high levels of student satisfaction as appropriate.	✓		Application/Interview
Participation in in-house, local or national working groups.		✓	Application/Interview
Experience of implementing College Quality Assurance Policies.	✓		Application/Interview
Experience of using data and management information to analyse results and course/student performance.	✓		
Skills and Knowledge			
Ability to deliver and plan a creative and effective curriculum that is appropriate to the needs and interests of students, the local area and the national agenda.	✓		Application/Interview
Effective communication and well developed written and oral skills.	✓		Application/Interview
Excellent standards of literacy and numeracy.	✓		Application/Interview
Up-to-date knowledge and understanding of educational developments relevant to the curriculum area, including 14-19 and in HE.	✓		Application/Interview
Ability to develop creative and innovative resources.	✓		Application/Interview
Sound administrative and organisation skills and ability to prioritise own work, work under pressure and meet deadlines.	✓		Application/Interview
Ability to delegate and co-ordinate the work of others and manage their performance.	✓		Application/Interview
Education and Qualifications			
Qualified Teacher Status/Qualified Teacher Learning and Skills	✓		Application
Strong academic background in specialist subjects.	✓		Application
At least 2:1 honours degree.		✓	Application
Attitude and Personal Qualities			
Excellent interpersonal skills and ability to establish and maintain good working relationships with others.	✓		Application/Interview /References
Ability to work independently and as part of a team member.	✓		Application/Interview /References
Commitment to the College Mission culture and ethos.	✓		Application/Interview /References
Ability to motivate students.	✓		Application/Interview /References
Positive and Enthusiastic.	✓		Application/Interview /References
A positive attitude to IT and a willingness to learn to use digital resources effectively.	✓		Application/Interview /References
Commitment to the College's Teaching and Learning Strategy.	✓		Application/Interview /References
Active participation in continuous professional training and development.	✓		Application/Interview /References

Suitability to work with children.	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues.	✓		Application/Interview
Ability to respond flexibly and creatively to new challenges and opportunities.	✓		Application/Interview /References
Empathy with the 16-19 year age group and the provision of a quality service for young people.	✓		Application/Interview

Job Specification Review Cycle	Date	Initials
New Post	April 2015	PMY
Reviewed	March 2023	PMY/SRS

The Job Description for Subject Course Leader was agreed as detailed below and will be kept on the personal file within the HR department.

Name of the post holder:	Date:	Version number:
		2
Signed:	Date:	



To find out more or to apply:

pinnaclelearningtrust.org.uk

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