

## **ADULT EDUCATION DEPARTMENT TEACHER OF TEACHING ASSISTANT COURSES (ONLINE) – REF 230177**

Runshaw College Adult Education is a highly successful provision, that was graded 'outstanding' during our most recent Ofsted inspection. We are entering an exciting and new partnership with Cidori to deliver Level 1 and Level 2 Teaching Assistant Courses (online) to adult learners throughout Lancashire. Runshaw College will be the employer for this post, that will work in partnership with Cidori.

Since 2017 Cidori have been managing fully wrap around improvement programmes, apprenticeships and pre-employment training programmes that improve workplace performance and help people into sustainable employment. Between Runshaw College and Cidori we bring a wealth of experience from multiple sectors and a rich background in training solutions that deliver tangible benefits to people's lives, careers, and job prospects. Cidori works closely with several educational partners to support adults into learning & sustainable employment – Cidori liaise with Job Centre Plus and numerous other job referral agencies nationally. During the 2021-2022 academic year Cidori helped 1340 people into employment with more than 800 regional or national employers.

This role is suitable for working from home with an on-site requirement for set strategic meetings (every 4-8 weeks). The working day is 9am-5pm and broken down into the following – group online delivery 10am-3pm, with the remainder devoted to 1 to 1 mentoring and assessments. All teaching materials and resources will be provided for delivery but are expected to be adapted by the teacher to fit various delivery methods. All marking and monitoring will also be completed online using Runshaw and Cidori monitoring and assessment systems. The successful applicant will also be responsible for ensuring quality of provision and leading operational meetings with key stakeholders from Runshaw College and Cidori. The successful candidate will also be responsible for liaising with the course awarding bodies and with the exams teams at Runshaw College and Cidori, along side managing final destinations and SAR data provided from Cidori. This would suit someone with course management experience. You will also be expected in help in the marketing of current and new Runshaw College/Cidori courses and investigate and plan potential new courses. The role will require the teacher to be integral in the smooth onboarding and offboarding of all learners.

This post is fixed term and attached to the funding through the Cidori partnership. Initially the post will be fixed term until July 2023, with a new 12 month rolling contract running from July 2023-24 if the partnership continues following a successful review.

Due to the timescales of the initial phase of the project, the successful candidate will need to be available to start on 27 February 2023. Accordingly, applications for this post will close on 27 January 2023, and interviews will take place online on 3 February 2023.

The post on offer is a very exciting one and offers great opportunities, as the partnership develops and grows. We are grateful for your interest in the College and hope that having read this information, you will be encouraged to apply.

We very much look forward to receiving your application.

**Mark Heaton**  
**Head of Adult Education Curriculum Design & Quality**  
[Heaton.m@runshaw.ac.uk](mailto:Heaton.m@runshaw.ac.uk)

### **JOB DESCRIPTION**





**JOB TITLE:** Teacher of Teaching Assistant Courses (Online) – Ref 230177

**UPDATED:** January 2023

**RESPONSIBLE TO:** Head of Adult Education

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

	KEY DUTIES
<b>Teaching Responsibilities</b>	<ul style="list-style-type: none"> <li>• Plan, prepare, teach and assess as required by your line manager.</li> <li>• Develop resources for the courses/subjects you teach including maintaining effective links across College and Cidori for resources.</li> <li>• Deliver enrichment and enhancement activities including accompanying students on external visits.</li> <li>• Be up to date in teaching and your subject areas.</li> </ul>
<b>Student Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage students' learning and academic progress</li> <li>• Manage the pastoral care and discipline of students alongside the Cidori customer care team</li> <li>• Manage the behaviour of students</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• Engage in Curriculum development activities, individually and as a team to further develop the curriculum in partnership with Cidori to identify other areas of growth</li> <li>• Share best practice regarding activities and resources. Attend cross-college Cidori partner meetings</li> </ul>





<b>Quality</b>	<ul style="list-style-type: none"> <li>• Be actively involved in the College's continuous improvement culture</li> <li>• Participate in standardisation and moderation as required</li> <li>• Be responsible for verification and moderation of the courses/subjects.</li> <li>• Ensure provision is totally aligned with best practice nationally</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Maintain comprehensive, up to date, course/subject records.</li> <li>• Ensure all key information and data is completed on time and sent to key stakeholders at Runshaw College and Cidori</li> </ul>
<b>Role Specific</b>	<ul style="list-style-type: none"> <li>• Teach as requested by your line manager.</li> <li>• Promote the development of teaching methodologies in your subject area.</li> <li>• Prepare, co-ordinate and assist in the preparation of resources for the courses, in partnership with the Cidori Operations team.</li> <li>• Identify and share good practice with the team, Cidori and partner colleges.</li> <li>• Be involved in the marketing of Runshaw/Cidori partnership courses and in the recruitment and assessment of students.</li> <li>• Ensure that schemes of work, curriculum intent and subject unit outlines are written, regularly reviewed, and updated.</li> <li>• Carry out monitoring and evaluate the curriculum in accordance with College quality assurance and quality improvement procedures.</li> <li>• Lead and contribute to IAG for students on the course across the full range of intended destinations.</li> </ul>





<b>Role Specific</b>	<ul style="list-style-type: none"> <li>• Contribute to marketing opportunities, both internal and external.</li> <li>• Lead internal verification, standardisation, and moderation activities.</li> <li>• Plan, prepare and update resources and practical sessions to meet exam board endorsement requirements.</li> </ul>
<b>College Responsibilities</b>	<ul style="list-style-type: none"> <li>• Participate in appraisal and professional development activities as required</li> <li>• Value diversity and promote equal opportunities</li> <li>• Engage in marketing activities as requested by line manager</li> <li>• Work within health and safety guidelines and be aware of your responsibilities for health and safety</li> <li>• Adhere to College policies and procedures, including Data Protection</li> <li>• Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.</li> </ul>
<b>Liaison</b>	<ul style="list-style-type: none"> <li>• To attend all key Runshaw College and Cidori partnership meetings including – operational meetings, strategic business development and marketing meetings</li> <li>• To liaise with your line manager to ensure the quality and successful management of the partnership delivery.</li> </ul>





### PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
<b>QUALIFICATIONS AND ATTAINMENTS</b>			
GCSE Maths and English Grade A*/9 – C/4 or equivalent or ability to operate at this level	✓		Application form/ Interview/Exercise
Certificate in Education, PGCE or equivalent	✓		Application form
Degree in a relevant subject area or relevant experience in teaching/managing teaching assistants in an educational setting	✓		Application form
A willingness to undertake appropriate Continuing Professional Development	✓		Interview
<b>TRAINING, EXPERIENCE AND KNOWLEDGE</b>			
Successful experience of teaching online	✓		Application form/ Interview/Lesson Observation
Demonstrate a student centered approach to teaching.	✓		Interview/Lesson Observation
Understanding of the IV process		✓	Application form/Interview
Understanding of liaison with External providers		✓	Application form/interview
<b>PERSONAL SKILLS AND ATTITUDES</b>			
Display initiative, be positive and friendly.	✓		Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance.	✓		Interview
Display energy and enthusiasm.	✓		Interview





Possess excellent communication skills.	✓		Interview
Possess excellent IT skills	✓		
Possess high standards and be conscientious.	✓		Interview
Be a team player.	✓		Interview
Demonstrate a commitment to the process of continuous review and improvement.	✓		Interview
Be pro-active in developing the profile of the Runshaw College/Cidori course offering.	✓		Interview
Suitable to work with adults 19+ and vulnerable adults.	✓		Interview/Employment Checks

### **SUMMARY OF MAIN TERMS AND CONDITIONS**

<b>SALARY</b>	Up to £40,796 p.a., dependent upon qualifications and competencies – pay award pending
<b>WORKING HOURS</b>	You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 37 hours per week.
<b>CONTRACT</b>	Initial Fixed term contract until 31 <sup>st</sup> July 2023 for the pilot programme. If the pilot programme is successful then the contract would be rolling 12 month contract attached to the Runshaw College/Cidori partnership funding.
<b>PENSION SCHEME</b>	You are entitled to join the Teachers' Pension Scheme. Further details are available at <a href="http://www.teacherspensions.co.uk">www.teacherspensions.co.uk</a>
<b>HOLIDAYS</b>	Your holiday entitlement is 37 days a year, pro rata
<b>SAFEGUARDING</b>	<p>The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults. In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate.</p> <p>All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates. Visit <a href="http://www.gov.uk/government/publications/dbs-code-of-practice">www.gov.uk/government/publications/dbs-code-of-practice</a> for a copy of the Code of Practice. Copies of the College policies are available on the College's website at <a href="http://www.runshaw.ac.uk">www.runshaw.ac.uk</a>.</p>
<b>TEACHING QUALIFICATION</b>	You will be required, as part of your contract of employment, to attain a Certificate in Education, PGCE or equivalent within a specified timescale, if you are not already appropriately teacher trained.
<b>PAYMENT</b>	Your salary will be paid on the last working day of each month by BACS transfer.
<b>SMOKING</b>	Smoking is not permitted on College premises except in designated smoking areas.
<b>HEALTH</b>	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
<b>PROBATION PERIOD</b>	This post is subject to the successful completion of a 12-month probation period.
<b>NOTICE</b>	After the completion of the probation period, you may terminate your employment in writing providing 3 months' notice.
<b>FLEXIBLE WORKING</b>	The College operates a Flexible Working Policy that includes Job Share.

**Deadline for receipt of application forms is 12 noon, Friday 3<sup>rd</sup> February 2023**

Approved: Mark Heaton

Date: 9<sup>th</sup> January 2023



# Benefits of working for us



One of our key strategic objectives is to be a 'great place to work' and we are always looking for new ways to do this. We provide an excellent reward and benefits package, along with extensive opportunities for ongoing professional development which all members of the college community can enjoy. Here is a full list of what is currently available.

## Work Life Balance

### Annual Leave:

- Generous annual leave entitlement (thirty-seven days for teaching staff, thirty-five days for management staff and up to twenty-five days for support staff). This entitlement is in addition to the normal eight annual bank holidays, with an extra five days or more allocated for the Christmas closure. Entitlement is pro-rata for part-time staff.
- The opportunity, as part of the 'HolidayPlus Scheme', to purchase up to 10 days' additional and unpaid leave in the leave year (subject to line manager approval).

### Family Friendly:

- A range of policies to assist staff in working flexibly to ensure a good work life balance and to support their wellbeing which includes Special Leave, Career Break and Flexible Working (role dependent).
- Enhanced occupational maternity, adoption and paternity pay.
- Proud to be an employer who is committed to and 'Happy to Talk Flexible Working'.
- 30% discount off FUNDA children's holiday club which provides on-site Ofsted approved childcare.

## Professional Development

- A structured induction programme that covers important aspects such as Safeguarding, Equality & Diversity and Health & Safety.

- A comprehensive professional development programme which includes in-house provision as well as externally organised events.
- Opportunities for professional updating and keeping abreast of new teaching, learning, assessment and support strategies.
- Entitlement to £100 each year to spend on a Runshaw College course for training and development, which is in addition to work-related training required for the role.
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status which is the badge of professionalism for the Further Education and Training sector, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.
- Extensive range of staff enrichment activities such as pottery, language, yoga and singing.

## Rewards and Perks

- Access to great discounts and cash back at major

retailers, entertainment, travel, leisure and eating out at

//runshawrewards.co.uk and //discountsforteachers.co.uk

- College supplied Microsoft Office Licence, and Anti-Virus including for home use on personal devices whilst employed by the College.
- A range of staff social events such as quiz nights, staff trips and team building events.
- Access to a college laptop, which can also be used for a reasonable amount of personal use.

## Financial

### Occupational Sick Pay:

- A generous sick pay scheme, providing staff with up to 26 weeks at full pay, with a further 26 weeks at half pay, depending on length of service.

### Pensions:

- Membership of a career average defined pension scheme, either:
  - Local Government Pension with College contributions of up to 17.60% of your salary into your pension pot
  - Teachers' Pension Scheme with College contributions of up to 23.68% of your salary into your pension pot
- Tax relief on the contributions paid.
- Ill-health retirement benefits if seriously ill and unable to work.
- Financial security, with immediate life cover and a





pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of death in service.

- Flexibility to pay more or less contributions.
- Flexible retirement options with the freedom to choose when to take your pension between age 55 and 75 years.
- Further information about both pension schemes along with the significant benefits of being a member, is available at:  
[//yourpensionservice.org.uk](http://yourpensionservice.org.uk)  
[//teacherspensions.co.uk](http://teacherspensions.co.uk)

#### Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus cost of living increases (this is considered on an annual basis).

#### Recognition and Celebrations

- A Long Service Award for staff who have achieved 15 years' service, and then each subsequent 5 years, of continuous employment with the College. This is presented in the form of a gift voucher
- Team Excellence and Staff Excellence Awards to recognise the good work of individuals and teams.
- Recognition fund for each team to purchase small gifts and rewards.
- Opportunity to be involved in and celebrate a calendar of religious festivals and events.

#### Health & Wellbeing

##### Counselling Service:

- Access to a free, independent and

confidential 24/7 telephone counselling service to support employees through crisis or persistent work or personal issues.

- Face to face counselling and 'supervision'.

#### Employee Assistance Programme:

- Help with issues that could affect your life inside or outside of work for you and your family including access to highly experienced and professionally trained advisors offering debt, health and legal advice.
- Free webinars on a range of topical health and wellbeing issues.
- Access to an extensive range of health and wellbeing resources.

#### Health:

- Access to a 24/7, 365 days-a-year GP consultation service who can provide expert medical advice for staff and immediate family, including issuing private fit notes.
- Cycle to Work Scheme which promotes cycling through tax incentives which provide great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccination providing good seasonal protection against all strains of flu.
- Access to healthcare treatment through a BHSF Cash Plan, claiming cash reimbursement towards the cost of your everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening

and support including podiatry, physiotherapy, hearing tests and health checks.

- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Provision for identified 'users', under the Health and Safety Display Screen Equipment Regulations, with reimbursement for regular eye tests and a contribution towards the provision of spectacles for DSE use.

#### On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Access to Contemplation and Faith facilities.
- Outstanding library facilities for staff and students to use.
- Dedicated Staff Lounge and well-equipped workrooms
- Beautiful campus, which is full of wildlife!