



## SCHOOL OF SOCIAL SCIENCE

### **APPOINTMENT OF TEACHER OF PSYCHOLOGY – TEMPORARY (MATERNITY COVER) – REF 230287R**

Runshaw College is one of the most successful colleges in the country, renowned locally and nationally for our outstanding results, friendly and supportive culture and focus on putting the student at the heart of all that we do.

The School of Social Science encompasses Politics, Psychology, Sociology and Criminology. Currently over 1000 16-19 students study one or more Social Science subjects at A Level here, of which approximately 690 study Psychology. The School has 14 teaching staff, in addition to the Head of School. It occupies its own suite of well-equipped classrooms in the Grizedale Building.

The Social Science team pride themselves on their relentless pursuit of excellence. Examinations results are consistently excellent. Nevertheless, the team is always looking for the ways in which to improve the quality of their provision even further.

Our success is based on committed and supportive staff who work effectively in teams, sharing resources and ideas. Subject teams meet regularly to discuss student progress and develop teaching methods which are under continuous review. Large numbers of study support packs have been produced and the School has developed a range of ILT resources which have been placed on the student intranet.

Students are able to access a range of Social Science enrichment throughout their time with us, in addition to opportunities provided by the cross-college enrichment programme. There are Psychology and Sociology Academy sessions and a weekly Think Tank debate club open to students who wish to stretch and challenge themselves beyond the confines of the examination syllabus.

The college is also committed to keeping up with best practice in teaching and learning. We invest a great deal in training and we believe that Runshaw provides a very supportive environment for personal and professional development

We are looking for a knowledgeable, passionate and enthusiastic Psychology teacher to join the Social Science team. You should be committed to developing highly effective teaching strategies, assessment procedures and support approaches to ensure that our students continue to enjoy and achieve their goals on their course. A desire to seek continual improvement, excellent interpersonal skills and ability to work cooperatively in a dedicated, supportive and student-focused team will be required.

The post on offer is indeed a very exciting one and offers great opportunities. 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.

**Nikoleta Walker**  
**Head of School Social Science**  
[walker.n@runshaw.ac.uk](mailto:walker.n@runshaw.ac.uk)



### **JOB DESCRIPTION**


**JOB TITLE:** Teacher of Psychology – Temporary (Maternity cover) – Ref 230287R

**UPDATED:** February 2023

**RESPONSIBLE TO:** Head of School of Social Science

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 Performance Management Process.

	<b>KEY DUTIES</b>
<b>Teaching Responsibilities</b>	<ul style="list-style-type: none"> <li>• Plan, prepare and teach as required by your line manager.</li> <li>• Develop resources for to the course/subject including maintaining effective links across College 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 area.</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.</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.</li> <li>• Be responsible for curriculum planning, development and implementation in your course/subject.</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> </ul>





	<ul style="list-style-type: none"> <li>• Be responsible for verification and moderation of the course/subject.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Maintain comprehensive, up to date, course/subject records.</li> </ul>
<b>Role Specific</b>	<ul style="list-style-type: none"> <li>• Teach A Level Psychology as requested by 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.</li> <li>• Identify and share good practice with the team.</li> <li>• Be involved in the marketing of Social Science courses and in the recruitment and assessment of students.</li> </ul>
<b>College Responsibilities</b>	<ul style="list-style-type: none"> <li>• Participate in performance management 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>





### PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
<b>QUALIFICATIONS AND ATTAINMENTS</b>			
GCSE Maths and English Grade A* - C or equivalent or willingness to work towards these qualifications	✓		Application form/ Interview
Certificate in Education, PGCE or equivalent	✓		Application form
Degree in a relevant subject area	✓		Application form
A willingness to undertake appropriate Continuing Professional Development	✓		Interview
<b>TRAINING, EXPERIENCE AND KNOWLEDGE</b>			
Successful teaching experience of Psychology at A Level.	✓		Application form/ Interview/Lesson Observation
Demonstrate a student centered approach to teaching.	✓		Interview/Lesson Observation
Recent industrial experience.		✓	Application form
Ability to teach another social science subject (Sociology, Criminology or Politics).		✓	Application form
<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 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 Psychology subject.	✓		Interview
Suitable to work with children, young people and vulnerable adults.	✓		Interview/Employment Checks



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

<b>SALARY</b>	Up to £43,835 p.a. dependent upon qualifications and competencies
<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>	Fixed term until 6 <sup>th</sup> July 2024.
<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 similar to 6th Form Colleges.
<b>SAFEGUARDING</b>	<p>The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults.</p> <p>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.</p> <p>Visit <a href="http://www.homeoffice.gov.uk/dbs">www.homeoffice.gov.uk/dbs</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>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>	<p>You may terminate your employment in writing which should be received by: -</p> <p style="text-align: center;">28 February in order to finish 30 April 31 May in order to finish 31 August 30 October in order to finish 31 December.</p>
<b>FLEXIBLE WORKING</b>	The College operates a Flexible Working Policy that includes Job Share.

**Deadline for receipt of application forms is midday, Friday 24<sup>th</sup> March 2023.**

Approved: Nikoleta Walker

Date: 6<sup>th</sup> February 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](http://runshawrewards.co.uk) and [//discountsforteachers.co.uk](http://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!