



JOB DESCRIPTION

JOB TITLE: Teachers for Small Group Support Sessions (no more than 5 students) in Biology A level/BTEC Applied Science, Chemistry A level/BTEC Applied Science & Physics A Level/BTEC Applied Science – Ref 230177

UPDATED: January 2023

RESPONSIBLE TO: Head of School

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
Teaching Responsibilities	<ul style="list-style-type: none"> • Plan, prepare and teach small group sessions to students on A level Biology and BTEC Applied Science as required by your line manager. • Develop resources for to the course/subject including maintaining effective links across College for resources. • Be up to date in teaching and your subject area.
Student Responsibilities	<ul style="list-style-type: none"> • Manage students' learning and academic progress. • Manage the pastoral care and discipline of students. • Manage the behaviour of students.
Curriculum Development	<ul style="list-style-type: none"> • Engage in curriculum development activities, individually and as a team to further develop the curriculum. • Be responsible for curriculum planning, development and implementation in your course/subject.
Quality	<ul style="list-style-type: none"> • Be actively involved in the College's continuous improvement culture.





Administration	<ul style="list-style-type: none"> • Maintain comprehensive, up to date, course/subject records.
Role Specific	<ul style="list-style-type: none"> • Teach classes small group support sessions in A level Biology and for the biology content of the BTEC Applied Science course as requested by your line manager. • Prepare, co-ordinate and assist in the preparation of resources for the sessions within the courses.
College Responsibilities	<ul style="list-style-type: none"> • Participate in appraisal and professional development activities, as required. • Value diversity and promote equal opportunities. • Work within health and safety guidelines and be aware of your responsibilities for health and safety. • Adhere to College policies and procedures, including Data Protection. • Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.





PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS			
GCSE Maths and English Grade A*/9 – C/4 or equivalent	✓		Application form/ Interview
Certificate in Education, PGCE or equivalent	✓		Application form
Degree in Biology or a closely related subject	✓		Application form
A willingness to undertake appropriate Continuing Professional Learning	✓		Interview
TRAINING, EXPERIENCE AND KNOWLEDGE			
Successful teaching experience in your subject area.	✓		Application form/Interview/ Lesson Obs
Ability to teach more than one subject		✓	Application form/Interview
Demonstrate a student centered approach to teaching.	✓		Interview/Lesson Obs
Recent and relevant experience in industry.		✓	Application form
PERSONAL SKILLS AND ATTITUDES			
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
Suitable to work with children, young people and vulnerable adults.	✓		Interview/Employment Checks





SUMMARY OF MAIN TERMS AND CONDITIONS

SALARY	Up to £25.24 per hour (£31.25 with holiday pay), depending upon qualifications and competencies – pay award pending
CONTRACT TERM	This post is temporary until end of June 2023
WORKING HOURS	Variable hours to provide small group support sessions (no more than 5 students per group)
PENSION SCHEME	You are entitled to join the Teachers' Pension Scheme. Further details are available at www.teacherspensions.co.uk
SAFEGUARDING	<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. 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 www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk</p>
TEACHING QUALIFICATION	It is an essential requirement of the post that you hold a Certificate in Education, PGCE or equivalent
PAYMENT	Your salary will be paid on the last working day of each month by BACS transfer.
SMOKING	Smoking is not permitted on College premises except in designated smoking areas.
HEALTH	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.
PROBATION PERIOD	This post is subject to the successful completion of a 12 month probation period.
NOTICE	You may terminate your employment by providing 6 weeks' written notice.
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

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

Approved: Vicky Kilshaw

Date: 05/01/23



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!