

SCHOOL OF MATHEMATICS

APPOINTMENT OF MATHS TEACHERS (full time or part time)

Temporary to June 2023 - Ref 230171

The Post

The College seeks to appoint enthusiastic, well-qualified and experienced full time or part time teachers to deliver lessons to small groups of A level and/or GCSE Maths, as part of the catch up fund initiative, for students who have missed parts of their learning due to the Covid-19 pandemic.

The successful candidates(s) will join a highly successful teams of 21 Maths who, in addition to teaching a wide range of A Level and Adult Maths courses, also cater for around 400 16-19 students who need to improve their GCSE Maths results. A small number of students complete a Number and Measure course in Maths as alternatives to GCSE. Outcomes are well above national averages for the sector, but we are always seeking ways to make further improvements in this critical area, and now wish to offer extra support for students at this challenging time.

One to one and small group support is already available for all our GCSE students and some A level students, and these temporary positions will run alongside and in addition to existing support. The post-holders will be required to respond flexibly to the range of needs students present, to plan bespoke interventions and create appropriate resources to address these needs (in addition to using common resources provided by teaching teams), to assess and monitor progress, and to work with the Course Leaders and teaching staff, and members of other support and pastoral teams. The post-holders will be line-managed by the Heads of Maths.

Teaching at Runshaw College

Teachers at Runshaw normally teach 773 hours per annum. At Runshaw, we do believe that teaching and learning is by far the most important activity in the college and we actively support our teaching staff and the work they do with our learners. They are supported by:

- Progress mentors to support teachers to follow up pastoral problems for 16-19 students
- Sympathetic timetabling to avoid a spread of too many different courses and levels and the inclusion, where possible, of repeat lessons
- A very supportive organisational structure with each teacher supported by his/her team and School
- Subject/course based staff workrooms located nearby to subject/course suites of classrooms • The use of ILT and other strategies to put more responsibility on students for their learning





- The use by each teaching team of common schemes of work and shared teaching and learning resources which have been developed by the team
- Significant in class support from education support workers
- Developed administrative and pastoral support
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners
- A holiday entitlement which matches that of sixth form colleges
- A comprehensive professional development programme which includes in-house provision as well as externally organised events and supports and develops teaching and learning skills for all teachers
- Prominence given to the development of teaching methodologies and curriculum development
- A college ethos which focuses on valuing learners as individuals and supporting them to fulfil their potential

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.

Louisa Singleton

Head of School, Maths

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JOB DESCRIPTION

JOB TITLE: Maths Teachers (full time or part time) Ref - 230171

UPDATED: November 22

RESPONSIBLE TO: Head of the School of Maths

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	
• Plan, prepare, teach and assess as required by your line manager	
• Develop resources for to the course/subject including maintaining effective links across College for resources	
• Deliver enrichment and enhancement activities including, where appropriate, accompanying students on external visits	
• Be up to date in teaching and your subject area	
STUDENT RESPONSIBILITIES	
• Manage the behaviour and discipline of students	
• Track and monitor students' performance	
CURRICULUM DEVELOPMENT	
• Engage in Curriculum development activities, individually and as a part of a team, to develop and improve the curriculum	
QUALITY	
• Be actively involved in the College's continuous improvement culture	
• Participate in standardisation and moderation as required	





ADMINISTRATION
<ul style="list-style-type: none"> Maintain comprehensive, up to date, course/subject records
ROLE SPECIFIC
<ul style="list-style-type: none"> Contribute to the teaching and development of Maths and/or English missed learning support sessions
<ul style="list-style-type: none"> Promote the development of teaching methodologies in your subject area
<ul style="list-style-type: none"> Be prepared to teach other subjects/courses if required after consultation and in line with existing qualifications
<ul style="list-style-type: none"> Prepare, co-ordinate and assist in the preparation of resources for the course
<ul style="list-style-type: none"> Identify and share good practice
<ul style="list-style-type: none"> Undertake project work as required and directed by Head of School
COLLEGE RESPONSIBILITIES
<ul style="list-style-type: none"> Participate in Appraisal and professional development activities as required
<ul style="list-style-type: none"> Value diversity and promote equal opportunities
<ul style="list-style-type: none"> Work within health and safety guidelines and be aware of your responsibilities for health and safety
<ul style="list-style-type: none"> Adhere to College policies and procedures, including data protection
<ul style="list-style-type: none"> Share in the corporate responsibilities for the wellbeing and discipline of all students according to college guidelines
<ul style="list-style-type: none"> Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults





PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9 – C/4 or equivalent	E	Application form/Interview
Certificate in Education, PGCE or equivalent	E	Application form
Degree in a relevant subject area	E	Application form
A willingness to undertake appropriate Continuing Professional Learning	E	Application form/Interview
TRAINING, EXPERIENCE AND KNOWLEDGE		
Demonstrate a student-centred approach to teaching	E	Lesson Observation/Interview
Successful track record of teaching GCSE Mathematics	E	Application form/Interview
Experience of working with 16-19 year-olds in an educational setting.	D	Application form/Interview
Experience of teaching, instructing or supporting small groups to enhance progress.	D	Application form/Interview
Excellent working knowledge and experience of using MS Excel, Word and Outlook.	E	Application form/Interview
PERSONAL SKILLS AND ATTITUDES		
Display initiative, be positive and friendly	E	Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	E	Interview
Display energy and enthusiasm	E	Interview
Possess excellent communication skills	E	Interview
Possess high standards and be conscientious	E	Interview



Be a team player	E	Interview
Demonstrate a commitment to the process of continuous review and improvement	E	Interview
Suitable to work with children, young people and vulnerable adults	E	Interview/ Employment Checks



SUMMARY OF MAIN TERMS AND CONDITIONS

SALARY	Up to £32,377 p.a., (pro rata for part time posts), dependent upon qualifications and competencies – pay award pending.
WORKING HOURS	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. Applications from individuals who wish to work part-time are welcome.
CONTRACT	This post is fixed term until June 2023
PENSION SCHEME	You are entitled to join the Teachers' Pension Scheme. Further details are available at www.teacherspensions.co.uk
HOLIDAYS	Your holiday entitlement is similar to 6th Form Colleges.
SAFEGUARDING	<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.</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>
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	<p>You may terminate your employment in writing which should be received by: -</p> <p>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>
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is midday, Friday 27th January 2023

Approved: Louisa Singleton

Date: November 2022



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!