



## **Required to start 1 September 2018**

**TEACHER OF SOCIOLOGY** (part time, fixed term, 14 hours per week, 0.6087 FTE with a possibility of more hours in September for anyone able to offer tutoring)

We are seeking to appoint an enthusiastic, committed and skilful teacher to teach Sociology. The successful candidate will have excellent subject knowledge and a passion for inspiring students of all abilities to exceed expectations.

As a College we are ambitious for our students and we seek to appoint staff who can bring the right blend of flexibility, commitment, energy and vision. We welcome applications from enthusiastic and versatile teachers at any stage in their career.

This vacancy is fixed term due to a temporary internal promotion in the department.

## **Pay, Pensions and Safeguarding**

The BHASVIC Corporation has adopted the conditions of service and salary scales applicable to sixth form colleges. The current full time salary range for qualified teachers is £23,396 to £38,748 per annum (depending upon experience). This will be pro rata based on your FTE.

All teachers at BHASVIC automatically become members of the Teachers' Pension Scheme (TPS). The TPS is a contributory scheme administered by Teachers' Pensions on behalf of the government. As a member of the TPS you will pay between 7.4% and 9.6% of your gross salary (from 1 April 2015) and your employer pays a further 16.48% (from 1 September 2015). Once you have started your job at BHASVIC you have the option to opt out of the teachers' pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. For further information see [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

## **The Sociology and Health & Social Care Department**

Sociology and Health & Social Care courses are very well established at BHASVIC and are popular with students. The Department is currently composed of a Head of Department, and five other teachers, three of whom are part time. Students follow the new linear Sociology A level course (OCR) while in Health and Social Care the department delivers the Level 3 BTEC Extended Certificate.

As well as teaching the above courses members of staff promote enrichment trips to conferences, universities, charities and prisons and actively aim to expand this provision annually. There is also an annual trip to Berlin. Students are expected to work independently on activities such as reading, research and note making and also to actively engage in group activities. Students are assessed regularly and are expected to set targets to ensure that they achieve their potential.

The team works closely together and teachers support each other both informally and through regular meetings.

## HOW TO APPLY

For details of how to submit your application, please visit our website [www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies](http://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies)

Your application should include the following:

- **A completed application form**
- **A detailed statement outlining how you meet each of the criteria in the person specification below.**

**Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.**

- **A covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed**
- **A completed equality & diversity recruitment monitoring form**

<p><b>Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.</b></p>
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The deadline for receipt of applications is **09:00 Thursday 3 May 2018.**

Interviews will take place on **Monday 14 May 2018.**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

April 2018

## **PERSON SPECIFICATION**

We are looking for someone who can demonstrate the following:

### **QUALIFICATIONS**

- 1 Qualified at degree level in Sociology or a related subject, and in possession of an appropriate teaching qualification (e.g. PGCE or equivalent)

### **KNOWLEDGE**

- 2 Up-to-date subject knowledge in Sociology at Advanced level.
- 3 A good understanding of how students learn.

### **EXPERIENCE**

- 4 Recent experience of teaching Sociology at Advanced level.

### **SKILLS**

- 5 Ability to deliver a high standard of teaching, learning and assessment.
- 6 Ability to evaluate, reflect and continually improve.
- 7 Excellent interpersonal skills and the ability to work effectively with students, colleagues and parents.
- 8 Ability to promote high standards of literacy, numeracy and ICT.

### **PERSONAL QUALITIES AND PROFESSIONAL CONDUCT**

- 9 High professional standards, showing regard for the ethos, policies and practices of BHASVIC, and of the contractual frameworks which set out professional duties and responsibilities.
- 10 An understanding of statutory safeguarding responsibilities.
- 11 A commitment to equality, diversity and inclusivity.

### **ADDITIONAL DESIRABLE CRITERIA**

- 11 Experience of pastoral/guidance work with 16-19-year-olds.

## JOB DESCRIPTION

**Post title:** Teacher of Sociology and Health & Social Care

**Responsible to:** Head of Sociology and Health & Social Care

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### Specific duties

#### **Teaching**

- plan, prepare and deliver an agreed teaching commitment
- set and mark student work
- assess, record and report on progress and attainment of students

#### **Guidance and support of students**

- promote the progress and well-being of individuals and groups of students
- provide educational and careers guidance and advice to students, keeping relevant records
- communicate and consult with parents (and other external agencies)
- attend meetings as required to fulfil above duties

#### **Assessment and reports**

- provide/contribute to oral and written assessments, reports and references

#### **Appraisal and staff development**

- participate in the College's formal appraisal/ performance management arrangements
- review your professional practice and participate in further training for professional development

#### **Discipline, health & safety**

- maintain good order and discipline for students both on-site and in supervised off-site activity
- secure student safeguarding (both on and off premises)

#### **Staff meetings**

- Participate in meetings at the College for curriculum, administration or guidance purposes

#### **Cover**

- Supervise, and so far as practicable, teach any students whose teacher is not available to teach them (following contractual guidelines outlined in the Red Book)

#### **Public examinations**

- prepare students for public examinations, including any relevant internal assessment and moderation

#### **Leadership and management**

- coordinate or manage the work of other staff
- review, develop and manage activities relating to the curriculum
- where appropriate, contribute to the appointment and professional development of other teachers (including new and probationary teachers and support staff)

#### **Administration**

- participate in all relevant administration and organisational tasks
- register student attendance
- fulfil any other reasonable duties as designated by the Principal

#### **Below is the full statement from the Red Book:**

##### **Cover**

- *Supervise, and so far as practicable, teach any students whose teacher is not available to teach them with the proviso that no teacher shall be required to provide such cover:*
  - (a) *after the teacher who is absent or otherwise not available has been so for three or more consecutive working days;*
  - (b) *or where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the college for two or more working days before the absence commenced unless,*
    - (i) *she/he is a teacher employed wholly or mainly for the purpose of providing such cover ('a supply teacher')*
    - (ii) *or the college has exhausted all reasonable means of providing a supply teacher to provide cover without success,*

*(iii) or she/he is a full-time teacher at the college but has been assigned by the Principal in the timetable to teach or carry out other specified duties (except cover) for less than 75 per cent of those hours in the week during which students are taught at college.*

April 2018