



Required to start on 1 September 2019

TEACHER OF ENGLISH (permanent, part-time post)

We are seeking to appoint an enthusiastic, experienced and well organised teacher to contribute to the teaching of English.

As a college, we are ambitious for our students and we are seeking to appoint staff who can bring the right blend of flexibility, commitment, energy and vision. The post will be to teach across the range of courses offered in the Department which are: GCSE English (OCR); A Level English Literature (Eduqas); A Level English Language and Literature (Edexcel); A Level English Language (AQA). In addition the ability to teach EPQ and /or act in the capacity as a personal tutor would be desirable.

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). As a part time post 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.

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 English Department

We are a friendly, innovative and dynamic team of staff, currently comprising five full-time teachers and three part-time teachers. English is accommodated in dedicated classrooms, each with an interactive whiteboard.

We have extremely high standards for all our students and aim to develop their knowledge, skills and experience in a stimulating and varied learning environment. Students are expected to work independently on activities such as reading, research and note-making, supported by relevant activities in class. IT is used interactively and embedded throughout the schemes of work. Termly monitoring and negotiated targets ensure that each student is given the opportunity to be actively involved in their learning. The department works closely together as a team, supported by regular meetings. We work with centrally produced resources and there is much sharing of experience.

Courses and specifications

English courses are very successful at BHASVIC; around 700 students are currently studying A level English. The department offers A level English Literature (Eduqas), A level English Language and Literature (Edexcel), A level English Language (AQA) and a Certificate in Foundation Journalism run in conjunction with Brighton Journalism Works (based at the Brighton Argus). It also offers GCSE English (OCR) for students wanting to re-sit in one year. Members of the English team also promote enrichment activities (such as Creative Writing and

Digital Journalism) and a celebration evening of students' achievements called 'The Beards' as part of the College's Creative Arts Festival.

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

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**

Please specify in your covering letter whether you are applying for full time or part time and if part time, please also detail the FTE range that you would be willing to work.

- **A completed equality & diversity recruitment monitoring form**

<p>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.</p>

The deadline for receipt of applications is **9am on Wednesday 6 March 2019**

Interviews will take place on **Friday 15 March 2019**

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

(February 2019)

PERSON SPECIFICATION

We are looking for someone who can demonstrate the following:

QUALIFICATIONS

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

KNOWLEDGE

2. Up to date subject knowledge at an appropriate level and a firm understanding of how students learn.
3. A good understanding of what constitutes effective Learning Assessment and Teaching strategies.

EXPERIENCE

4. Recent experience of teaching English at AS/A2 level and of addressing the needs of students both inside and outside the classroom¹.

SKILLS

5. Ability to deliver a high standard of learning, assessment and teaching.
6. Ability to evaluate and reflect honestly and improve continually.
7. Excellent Interpersonal skills with the ability to work effectively and positively with students, colleagues and parents.
8. Understanding of and responsibility for promoting high standards of literacy, numeracy and ICT.

PERSONAL AND PROFESSIONAL CONDUCT

9. Maintain high standards of behaviour which show regard for the ethos, policies and practices of BHASVIC, and be able to act within the contractual frameworks which set out their professional duties and responsibilities having regard to the SFCA teaching standards.
10. Have regard for the need to safeguard students' well-being in accordance with statutory provisions, show tolerance of and respect for the rights of others, not undermining British values.

DESIRABLE CRITERIA

1. Recent experience of teaching English at GCSE.
2. Expertise in teaching A level English Language

¹ The experience expected of an NQT applicant is that which might reasonably be gained on a PGCE or equivalent course

JOB DESCRIPTION

Post title: Teacher
Responsible to: Head of Department

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.

February 2019