



Required to start 1 September 2019

TEACHER OF A LEVEL MEDIA / BTEC CREATIVE MEDIA PRODUCTION

This is a permanent part-time position, working on an FTE of 0.5870 (currently equivalent to 13.5 hours weekly class contact)

We are seeking to appoint an enthusiastic, experienced and well organised teacher to contribute to the teaching of the BTEC L3 Creative Media Production courses (single and double award) as well as the Media Studies A level.

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

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.

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 Media and Performing Arts Department

We are a friendly, innovative and dynamic team of staff, currently comprising three full-time and ten part-time teachers. From next year the department will be offering A Levels in Media Studies and Film Studies (Eduqas), BTEC Creative Digital Media Production National Extended Certificate (Pearson) and Creative Digital Media Production National Diploma (Pearson), A levels in Dance (AQA) and Drama and Theatre Studies (Eduqas), and Music (Eduqas), as well as an Interactive Media course, focussing on web design.

Department teachers contribute to the Extended Project provision within the College and to tutoring, as well as a number of exciting department and cross-college enrichment activities. Wherever possible, our students are offered regular opportunities to showcase work and their talent throughout the year.

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**
- **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 Monday 25 February, 2019.**

Interviews will take place on **Friday 8 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.

PERSON SPECIFICATION

We are looking for someone who can demonstrate the following:

QUALIFICATIONS

- 1 Qualified at degree level in Media Studies 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 Media Studies/BTEC Creative Media or related subject at Advanced level.
- 3 A good understanding of how students learn.

EXPERIENCE

- 4 Recent experience of teaching Media Studies/BTEC Creative Media courses or related subject at Advanced/Level 3.

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 and commitment to the values and requirements within the college's Child Protection and Safeguarding Policy and procedures, other related policies and procedures (such as the Social Media; Acceptable Use of Computers and Equality, Diversity and Inclusivity policies) and an up-to-date working knowledge of the government's 'Keeping Children Safe in Education' statutory guidance, including the Prevent Duty.

ADDITIONAL DESIRABLE CRITERIA

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

JOB DESCRIPTION

Post title: TEACHER OF MEDIA A LEVEL/BTEC CREATIVE MEDIA PRODUCTION

Responsible to: HEAD OF MEDIA AND PERFORMING ARTS

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.

November 2018