



# Applicant Information Pack

## Teacher of English

(Full Time/Maternity Cover/ Temporary)

This is a full time position, however 0.8 FTE applications will also be considered. Please state your preference on your application.

Salary will be paid according to the Sixth Form College's Salary Spine for Teachers (£25,826 -£42,149 per annum)

Closing Date: 24<sup>th</sup> February 2023

Start Date: September 2023





Direct Line: (01782) 854210  
E-mail: [HR@stokesfc.ac.uk](mailto:HR@stokesfc.ac.uk)

25 January 2023

Dear Applicant

**Teacher of English (Maternity Cover)**

Thank you for your interest in the above post. I hope this application pack and other documentation contains all of the information you need.

If, after reading the information, you are still interested in the post please complete an application form and return to [HR@stokesfc.ac.uk](mailto:HR@stokesfc.ac.uk) All candidates will be assessed against the information provided in the enclosed job description and the essential and desirable criteria outlined in the person specification, therefore, please consider the details in the job description and person specification carefully so that you know what the job involves and how you can match this in terms of your skills, abilities and knowledge. The information you provide in your application form and supporting information is the only information that we will have in deciding whether or not you will be shortlisted for an interview. Please do not attach a curriculum vitae or additional sheets as these will not be considered.

As part of the College's efficiency measures we do not send letters to unsuccessful candidates, therefore if you do not hear from us within one month of the closing date you may assume that your application has been unsuccessful.

If you require any further information or wish to discuss the post in more detail, please do not hesitate to contact me in the HR Department on (01782) 854210. A College Prospectus is available upon request.

Thank you again for your interest in the post and I look forward to receiving your completed application by 24<sup>th</sup> February.

Yours faithfully,

Mark Kent, College Principal

## About The City of Stoke on Trent Sixth Form College

The City of Stoke-on-Trent Sixth Form College is an Ofsted graded GOOD college. As the first purpose built Sixth Form College in the country, for over 50 years we have been delivering post-16 education to students. We have helped over 30,000 young people reach their potential by progressing onto universities, great jobs, and varied apprenticeships. With a wealth of experience, we are experts in the field of providing high quality education for all. The College's mission is 'A caring community, delivering excellence and inspiring futures.'



With over 60 courses available, this education goes well beyond success in qualifications, encompassing a wide range of clubs, societies, trips, work experience and extra-curricular experiences to inspire and develop the wider skills of every student. In a team of over 185 staff we are devoted to preparing over 1800 students to achieve more, making a meaningful impact on the world.

We are committed to constantly improving the quality of teaching, learning and assessment and inspiring our students to achieve more. In October 2017, Ofsted Inspectors graded the College 'Good' with several excellent features and praised staff and students for creating a supportive learning community.

Stoke-on-Trent is a unique city affectionately known as The Potteries with lots to see visit and explore. The College is located at the heart of Stoke on Trent, adjacent to Stoke Railway Station providing excellent travel links, we are in easy commuter distance, within up to an hours travel time from Birmingham, Nottingham, Manchester to name a few.

In September 2017, the college became the founding member of [The Potteries Educational Trust](#). Since then we have continued to grow working with many educational institutions from Stoke-on-Trent, Staffordshire and beyond, improving outcomes for all children and young people in the region.

As a member of staff, you will be encouraged to develop your skills and experience by working in collaboration with members of our growing Trust and our extensive professional development programme.

Whatever the ambition and passion of our students, the City of Stoke-on-Trent Sixth Form College has outstanding facilities to support their learning and progression. These include:

- *A NEW Digital Centre (opened in 2021) which includes the higher education hub and state-of-the-art computing labs.*
- *A technical and vocational hub to accommodate T Level provision in Science, Health, Education and Business/Finance opening in 2022/2023.*
- *Shared usage of a specialist science Centre with university standard laboratories.*
- *High quality dance studio and performing spaces.*
- *Digital creative suites and art workshops.*
- *Sport and Leisure Facilities at Fenton Manor Sports Complex and Staffordshire University*
- *Refectory and coffee shop*



## *Our Employee Benefits*

- The College offers a Pension Scheme for all our employees to access in order to help plan for their retirements.
- We are committed to offering flexible employment opportunities enabling staff to strike a sensible balance between home and work life. Wherever possible, we are open to discussing a range of flexible working options including reduced/compressed hours; remote working; flexible start and finish times.
- We offer a robust and supportive induction, peer support and a comprehensive programme of professional development, we pride ourselves on the achievements of our colleagues as professional members of our community. We offer dedicated training days for all staff and support employees in attending external courses and gaining professional qualifications where permissible.
- Employees are entitled to register for our cycle to work and computing schemes, where you are able to purchase bikes and the latest IT equipment and mobile phones with convenient monthly payments automatically deducted from your salary. Make NI savings and spread the cost over a period of 12 months.
- We have an employee assistance programme which is available to all staff and immediate family members. As part of this, employees have access to our health and wellbeing portal, provided by Health Assured, which includes free face to face counselling and telephone support for a whole variety of issues, worries and concerns.
- The College offers Occupational Maternity, Paternity and Adoption Schemes where you may be entitled to enhanced occupational leave and pay.
- The College offers generous annual leave entitlement to all whole year Support Staff with a minimum of 22 days to a maximum of 33 days plus 3-5 local days at Christmas and 8 bank holidays. All entitlements are pro-rata for part time positions.
- Free eye tests and discount vouchers available to use at Specsavers.
- The college has an on-site Canteen area as well as a Costa Coffee Shop. There are various seating areas where you can sit and enjoy your breaks and visitor/team meetings etc. This includes the refectory, Costa café area and a decking area outside. In the summer this is a great facility to enjoy the sunny weather and also have a BBQ.



A CARING COMMUNITY, DELIVERING  
EXCELLENCE AND INSPIRING FUTURES

The City of Stoke on Trent Sixth Form College is a thriving, lively and successful Sixth Form College, at the heart of the University Quarter in Stoke on Trent. The College is part of the Potteries Educational Trust working collaboratively with educational institutions from across Stoke on Trent and Staffordshire. The College is currently graded Good by Ofsted.

We have fantastic opportunities for innovative, ambitious and committed individuals to join our college at a time of exciting curriculum initiatives and developments. The successful applicants will join the college at a time of growth and opportunity. To deliver our expanding provision, the college has invested in:

- A state of the art digital facility that opened in November 2020
- A specialist facility to accommodate T Level provision in Science, Health, Education and Business/Finance opening in 2022/2023
- Specialist equipment that enables teachers to provide high quality learning and skill development experiences for our young people.

We are actively seeking people with passion, expertise and who are excited about supporting students on their career journey.

## **Teacher of English** **(Full Time/Maternity Cover/Temporary)**

The College is seeking to appoint an exceptional teacher who is enthusiastic and inspirational to join the English Department to teach English Language at GCSE and A Level. In addition, there may be the opportunity for a suitably qualified candidate to teach on a Foundation Year in Media, Performance and Communication, in partnership with Staffordshire University.

This is an ideal opportunity to join an established department aspiring to be 'outstanding', working in an exciting, purpose-built College.

The successful candidate will have an appropriate teaching qualification and be qualified to degree level. The post would be suitable for both ECT's, who are encouraged to apply, or experienced teachers.

If we receive a high volume of applications, we reserve the right to close any vacancies from further applications. Please ensure you apply without delay if you wish to be considered for this role.

For further details and an application form please visit the College's website: [www.stokesfc.ac.uk](http://www.stokesfc.ac.uk), or email [HR@stokesfc.ac.uk](mailto:HR@stokesfc.ac.uk). Alternatively, telephone HR on 01782 854210.

The College is committed to Equal Opportunities. Applications are particularly welcome from members of the ethnic minorities who are currently under represented at the College. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You should note that an enhanced DBS Disclosure will be required prior to taking up an appointment with the College.

# *Job Description*

## **Context**

The English Department consists of 5 full-time members of staff including the Curriculum Manager. The department has a strong team identity and is proud of its commitment to curriculum development, including its significant contribution to the wider college enrichment programme. Staff are enthusiastic and flexible. There is a strong commitment to continuous improvement and supporting learning. The department is well resourced for learning both inside and outside the classroom. The department has good working relationships with partner institutions in the Potteries Educational Trust MAT and also with local universities and schools.

In total approximately 300 learners study English courses within the department; recruitment to English courses is strong compared to national and local providers. Provision includes:

**Level 3:** English Language [AQA], English Literature [OCR], Foundation Year in Media, Performance and Communication (in partnership with Staffordshire University).

**Level 2:** The department offers GCSE English Language [AQA] and leads on literacy within the college.

Outcomes on the GCSE course are outstanding and are well above the national average for 16-19 resit providers. Outcomes in A Level English Language are consistently good, and outcomes in A Level English Literature are improving; high grades in both A Level subjects doubled in 2022 compared to 2019. Many of our students are successful in continuing their studies in English related subjects at university, including Sutton 30 Group universities and Oxbridge.

There is a positive learning culture within the department and good working relationships exist between staff and students, which is reflected in student voice feedback. A sense of mutual trust and respect is successfully fostered. There is a clear acknowledgement of engaging lessons and a positive learning environment, alongside good development of wider skills. Our key challenges moving forward are to improve the Value Added score on A Level courses further.

## **Departmental Vision:**

The vision for the department is to facilitate learners to become independent thinkers, articulate communicators and key contributors to the job market, thus enabling them to prosper, and get on the property ladder.

## JOB DESCRIPTION

### Teacher of English

<b>SALARY:</b>	Sixth Form Colleges Salary Spine for Teachers – £25,826 - £42,149 (per annum pro rata)
<b>LOCATION:</b>	City of Stoke on Trent Sixth Form College
<b>REPORTS TO:</b>	Curriculum Manager of English

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*This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined below.*

### POST OBJECTIVE

- Teach on English Language courses according to College need from level 2 through to level 3 courses;
- Sustain and improve retention and achievement and levels of progress;
- To be a consistently good to outstanding teacher;
- Support the department in planning and offering additional enrichment activities;
- Contribute to high school liaison, open days and parent' evenings; departmental meetings and to the preparation of the SAR and development plan;
- Contribute to the implementation of college quality assurance and Performance Management systems.

### GENERAL DUTIES AND RESPONSIBILITIES

- To participate in College processes as required.
- To comply with the Colleges policies and codes of practice in relation to Health and Safety, Equality and Diversity and Quality Assurance.
- To work flexibly in the interests of the College as required.
- To participate in the College Performance Management Scheme and undertake staff development activities as appropriate.
- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with, and outside of this, to exercise vigilance at all times.
- To undertake other reasonable duties commensurate with seniority and grade.
- To be aware of the policy, procedures and safe working practices expected of all staff relating to the processing of personal information and Data

## **JOB DESCRIPTION - SUBJECT TEACHER**

Throughout this document, the description 'subject teacher' is used to denote a person who is involved in teaching of both examined and non-examined areas of the curriculum.

### **JOB PURPOSE**

To ensure the effective and enjoyable learning experiences for students access a range of learning activities in line with the schemes of work, objectives and quality assurance framework of the relevant subject area and whole College policy.

### **ACCOUNTABILITY**

To the Senior Management of the College - through your line manager - for the effective discharge of professional duties.

### **RESPONSIBILITIES**

- To prepare for, provide and review student learning so that the students learn effectively and are prepared thoroughly for external assessment and progression.
- To assess students' work positively and fairly within the agreed target times set for the subject, and to maintain effective records in relation to the progress of classes and individual students.
- To take all possible steps to ensure that all students develop a positive attitude to learning and good work habits. These steps include acting as a role model to students.
- To maintain good order and discipline among the students and to safeguard their health and safety.
- To promote excellent attendance and punctuality in all classes, including the maintenance of accurate records. These steps include acting as a role model.
- To inform relevant managers of any concerns relating to progress, discipline and attendance of students.
- To discuss with students and parents, individual student's progress, attainment and attitude to learning.
- To cover for absent colleagues as required.
- To contribute to the development of learning resources to enable the College to make economical use of such materials and to provide an attractive environment for students to learn in.
- To contribute, to the further development of the subject area's work and to help integrate this work into the College as a whole.
- To undertake effective liaison with local high schools and a range of partner organisations.
- To contribute to the strategic and quality improvement framework of the College.
- To ensure personal and professional development in accordance with College's Performance Management and Staff Development schemes.



## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	<b>ASSESSED BY</b> <i>(Application, Task, Interview)</i>
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### Qualifications

Good honours degree or equivalent in appropriate field	✓		Application
Teaching qualification	✓		Application

### Professional development, skills, experience and knowledge

High quality teaching leading to excellent student outcomes	✓		Application / interview / observation
Understanding of and commitment to widening participation, inclusive learning and equal opportunities/diversity	✓		Application / interview / observation
An understanding and ability to implement a range of teaching methodologies including assessment for learning techniques	✓		Application / interview / observation
Excellent IT skills to promote effective learning both inside and outside the classroom.	✓		Application / interview / observation
Ability to support the development of literacy and numeracy in young people	✓		Observation
Experience in 16-19 teaching		✓	Application
Experience of teaching GCSE English Language		✓	Application
Experience of teaching A level English language		✓	Application
Ability to reflect on own performance and a desire to continually improve the learning experience of young people	✓		Application / interview
Commitment and passion for the subject beyond the curriculum	✓		Application/ interview

## Personal skills and attitudes

An enjoyment of working with young people and an empathy for their needs and concerns	✓		Application form, Interview, Observation
Ability to work both on your own initiative and as part of a delivery team	✓		Application form, Interview,
Commitment to on-going professional learning and development	✓		Application form, Interview,
Excellent interpersonal and communication skills	✓		Application form, Interview, Observation
Resilience, determination and a sense of humour	✓		Application/ interview
Commitment to professionalism, objectivity, sharing, teamwork and collaboration	✓		Application/ Interview
Must accept and actively support the College's values including equality and diversity	✓		Interview/ Observation
Enthusiasm and passion for learning and ability to inspire others	✓		Interview/ Observation

**The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are subject to an enhanced DBS (CRB) Disclosure prior to taking up an appointment with the College.**