Trainee Teacher – Computer Science/IT

Full-time

Fixed-term for 2 years

Application Pack

Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1500 students drawing students from more than 60 different schools. Our very successful focus will always be to create the very best environment for high quality of teaching and learning. We have a very broad range of enrichment activities, in order to greatly enhance the cultural capital and future prospects of our students. We place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey and we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We believe that our physical environment should also inspire our staff and students. All have benefitted hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Art building in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 enhancing our Performing Arts facilities even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, arguably the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman
Principal

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. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

The Role

Student applications are high and as such we have the capacity for a Trainee Teacher. We are looking for a committed, dynamic and enthusiastic trainee with a passion for Computer Science/IT. This is an exciting time to join our rapidly expanding and successful Sixth Form College.

Candidates must hold a relevant subject degree, have a Level 2 qualification in both English Language and Mathematics (Grade 4/C minimum) and be committed to studying towards the PGCE qualification.

If you are a recent graduate, or are considering a career change, or perhaps you are already working in an education environment as a support member of staff and would like to take the next step and utilize your degree? Our students are unique individuals – we are looking for a trainee teacher who can support and guide students to further enhance their life changes during their time at College.

The role will be fixed-term for two years, the number of teaching hours will vary depending on the subject area, full-time hours will be made up as a Technician/Learning Support Assistant/Independent Learning Mentor or other appropriate role(s) which will support your personal and professional development. Part-time hours will be considered.

A full mentoring programme is arranged to introduce all new staff to sixth form college systems and procedures and to support and encourage professional development. We are looking for an exceptional candidate to join this friendly team, and inspire our students. We expect high performance from all our staff and candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Start Date: **Tuesday 27 August 2024**

Salary: £20,747 to £24,907 per annum, depending on number of teaching hours, and experience (pro rata for part-time).

PGCE: This role will be in conjunction with a Further Education & Teaching Professional Graduate Certificate in Education (ProfGCE) course awarded by the University of Brighton. For September 2024 the PGCE sessions take place on Mondays from 5.30-8.30pm. The course is delivered via a blended approach of face to face sessions at Reigate College and virtual lessons on MS Teams. This provides opportunities to interact and engage with the lecturers and other students.

The College will pay for the full PGCE course fees, over the two years of the course.

Duration: This role is fixed-term for 2 years. There is no guarantee of a permanent role at the end of this period.

The Department

The IT/Computer Science Department is a highly successful area of the College. The department currently offer A Level Computer Science; Information Technology: Award & Extended Certificate (Level 2); Information Technology: Subsidiary Diploma & Diploma (Level 3) and Digital Games Production: National Extended Certificate (Level 3).

Student recruitment numbers have grown over the last few years and the department adopts a pro-active approach to broadening its curriculum to meet the needs of the students. The curriculum embeds a wide variety of industry specialist software (ranging from Adobe Suite to complex 3D modelling applications), and are geared to prepare students for higher education and employment. On all courses, students will develop some knowledge of programming, thus improving their problem-solving skills. The department hosts a range of extra-curricular activities which includes C# programming and games development club, Bebras Computational Thinking Challenge, and additional workshops to support learners outside of lesson time.

A significant number of our students go on to study IT and computing-related courses at university and return to the college to keep in touch as well as providing guidance and support to students aspiring to higher education.

Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our recent Ofsted inspection in October 2022, Ofsted stated that:

> *"Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family."*

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
- ✓ 99% agreed that leaders are considerate of staff wellbeing.

- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere
- Laptop for all teaching staff

S7 Consortium:
- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: S7 Professional Development Video

Benefits include:
- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch), run club
- Staff clubs/support groups: book club, menopause group, group for Parents/carers of children with mental health concerns
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher's Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions

Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/ Please note that CVs will not be accepted on their own.

Please note that CVs will not be accepted on their own. All applicants must have the Right to Work in the UK.

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

We actively encourage interested applicants to visit the College to see how you could be part of our friendly College community. If you would like to do so, please contact Kirsty Crook (details below).

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): recruitment@woking.ac.uk

Closing date: 9am, Tuesday 30 April 2024

Interviews: to be held shortly after the closing date

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change*:*
- a guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Informal meet with department members
- Workshop task with students

The College encourages all candidates to be familiar with the following documents:
- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2023
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above area available from the College's Staff Vacancies page, please use this link to access them https://www.woking.ac.uk/about/staff-vacancies/

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Job Description

Post Title: Trainee Teacher (Full-time, Fixed-term)

Responsible: Head of Department

Job Purpose: Teaching and developing within Curriculum Area(s) in the College

Job Responsibilities

1. To work with those teaching within the Department to create an environment in which the aims of the Department, Curriculum and College can be achieved.

2. To attend regularly meetings of the Department and, when requested, the Curriculum Area, to enable issues relating to the Department, Curriculum Area and College to be discussed.

3. To assist in the provision of appropriate courses and the promotion of activities to provide for and support the learning needs of students within the Department.

4. To fulfil one's own responsibilities as a teaching member of the Department, in accordance with the quality standards of the Department.

5. To promote:

    i) the Department's contribution to the cross-curricular work in the College

    ii) the opportunities offered by the Department to students not taking an examination course.

    iii) the use of ICT in the classroom teaching and learning.

6. To work to improve one's professional performance by taking advantage of the department's opportunities to develop skills and broaden experience and participating in the College's appraisal arrangements.

7. To assist in managing effectively and efficiently the physical resources of the Department. In particular, to:

    i) consider the use of accommodation and to make recommendations to the Head of Department for its continued and improved use

    ii) suggest suitable items for departmental expenditure

    iii) observe the College's health and safety policies and encourage safe working practices.

8. To assist in the arrangements within the Department for the induction of students and monitoring progress, offering guidance to students where necessary and liaising with parents where appropriate.

9. If required, to be a personal tutor, and subject to timetabling, to meet the responsibilities defined by the College for personal tutors and be answerable in that context to the Principal.

10. To assist in the arrangements made for students to receive advice on courses in Higher Education and Career opportunities related to, or progressing from those in the Department, ensuring that references are produced when requested.

11. To assist in the setting up and organisation of College examinations in the subjects covered by the Department and assisting, where necessary, the Examinations Officer in the supervision of public examinations.

12. To ensure that departmental records are kept up to date. To share in the recording and analysis of internal examinations, Alps and external examination results and, with the Head of Department, take whatever action is necessary to sustain and improve performance by students.

13. When necessary and appropriate, to represent the Department at meetings and to publicise the work of the Department at the various events in the College and its partner schools.

14. To act at all times in accordance with the College's Equality & Diversity policies.

15. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.

16. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.

17. To take part in the training programmes provided by the College and agree to the process of professional reviews.

18. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

The person appointed will be expected to have:

- An understanding and support for the ethos of the College.
- The potential to teach A Level Computer Science, Information Technology: Award & Extended Certificate (Level 2); Information Technology: Subsidiary Diploma & Diploma (Level 3) and Digital Games Production: National Extended Certificate (Level 3), depending on relevant degree
- Passion for the subjects they aim to teach and for education in general.
- A commitment to the principle of continuous improvement and an empathy with the College's aim of providing quality education in a supportive environment.
- Suitable qualifications – educated to degree level in appropriate subject.
- Suitable qualifications – Grade 4/C or above in GCSE English Language and Mathematics.
- Experience of working with or the ability to work flexibly within a team.
- Positive interpersonal, organisational and IT skills.
- An awareness of the need for personal development, both as a member of a team and as an individual.
- Applicants who do not have a teaching qualification must be willing to embark on a training course leading to a teaching qualification whilst with us.

The following are desirable for this role:

- A knowledge of the 16 - 19 curriculum, and an awareness of the needs of students in this age range.
- Potential to mark and assess written work with examination board criteria.

Woking College