



# Trainee Teacher of Business Studies

Full-Time, Fixed-Term

## Application Pack



**Woking  
College**



## Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of 1400 students drawing students from more than 60 different schools. Our very successful strategic focus has, for many years, been to create the very best environment for high quality of teaching and learning. Alongside this we have an inclusive ethos and 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.

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 last year's staff survey 99% of College staff said they were proud to work at Woking College! Despite ever increasing competition, and against the backdrop of funding pressures across the sector, the College continues to thrive. We have benefited 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 Arts Block in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch is about to be built with further plans to add to the estate over the next two years.

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, possibly 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 Role

The College requires an enthusiastic Trainee Teacher of Business Studies to join this friendly and vibrant department. The role will be fixed-term for two years, teaching up to approximately 12 hours per week, with full-time hours made up as a Learning Support Assistant/Independent Learning Mentor or other appropriate roles which will support your personal and professional development. This role will be in conjunction with a Professional Graduate Certificate in Education (PGCE) course awarded by Canterbury Christ Church University.

A full mentoring programme is organised 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. We expect high performance from all our staff, and are looking for an impressive individual to inspire College students. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

**Start Date:** 24 August 2020

**Salary:** £16,500-£20,000 per annum, depending on the number of teaching hours. The College will also pay for the full PGCE course fees, over the two years of the course.

# The Department

The Business Department is a vibrant and highly successful area of the College. Student recruitment numbers have grown rapidly over the last few years now incorporates almost half of the College. The department hosts a range of extra-curricular activities which have included trips to Thorpe Park, Disneyland Paris and Barcelona as well as visits to universities and Young Enterprise. The department has also enjoyed success in a number of external competitions including Bank of England Target 2.0, the Stock Market Challenge held by Reading University and the Marketing Challenge held by Surrey County Council.

As a direct result of the growth in student numbers, the department was split into two separate areas for A Level courses and Vocational courses. Our students value the support the department offers including regular study support workshops, the Easter revision conference and the personalised support and target setting.

A significant number of our students go on to study business-related courses at university and return to the college to keep in touch with us 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 are an open access, caring and inclusive community
- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium
- 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
- Free on-site parking
- College gym available for staff use, yoga classes, staff football
- Staff association: regular social events
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



*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. Appointed staff will be subject to Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities*

# Application & Selection

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

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

**Closing date, Trainee Teacher of Business Studies: 9am, Monday 13 April 2020**

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.

**Interviews for Trainee Teacher of Business Studies: to be held shortly after the closing date. Date to be confirmed**

The standard interview process is likely to be adjusted and may include a video conference.

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 2019
- 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 are available from the College's Staff Vacancies page, please use this link to access them <https://www.woking.ac.uk/about/staff-vacancies/>



# 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

### **Trainee Teacher of Business Studies (Full-Time, Fixed-Term)**

The person appointed will be expected to have:

- An understanding and support for the ethos of the College.
- The potential to teach Vocational Business to Level 2 and Level 3.
- 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.
- Experience of working with or the ability to work flexibly within a department or teaching 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.
- The potential to teach A Level Business Studies.
- Ability to mark and assess written work with examination board criteria.