

Vision West Nottinghamshire College Bureau of Cover Teachers
Maths and English Teachers (GCSE) – various contracts available (variable hours, fixed term and possibly permanent roles)
Ref: 20.38

1. The Appointment

Are you looking for some part time flexible teaching to fit around your other commitments? Or maybe you are a retired teacher and would like to work for us on an occasional cover basis? Would you like to be part of a great team of teachers to support our students in achieving their Maths and English potential?

This is a great opportunity for dynamic, professional individuals qualified in either English or maths to join our in house Bureau of cover Teachers to teach our GCSE Maths or English students.

You will need to possess a teaching qualification and have a good knowledge of and professional experience within teaching. You will have excellent interpersonal, communication and administrative skills showing a flexible and professional attitude.

It is essential that you have the ability to build positive relationships, displaying excellent communication, organisational skills and administrative skills demonstrating a flexible and professional attitude.

You will be a highly self motivated, energetic and driven individual, encompassing a strong sense of autonomy. You will possess excellent presentation and communication skills and be able to demonstrate achievement of targets.

The role will require you to embed the college's values; working with **Professionalism**, taking **Responsibility** for your actions and giving **Respect** to students, colleagues and visitors.

2. The Post

2.1 Main Duties and Responsibilities

- a) To deliver maths and/or English ensuring a high quality learning experience is provided that supports learners to at least achieve their minimum target grade.
- b) To assess learners according to established guidelines and attend team meetings to review learner progress, agree specific interventions and agree changes to learning, teaching and assessment to ensure that performance of all learners continually improves.
- c) Set targets to consistently support progress, achievement of at least minimum target grade, positive progression and destinations.
- d) To develop best practice in learning, teaching and assessment, ensuring standardisation and a high quality learning experience.

- e) To promote and monitor the attendance, retention and achievement of minimum target grade for learners on a continuous basis, ensuring that all appropriate documentation is completed, readily available and in line with college procedures.
- f) To keep up-to-date with current initiative and developments with maths and English and further education.
- g) To implement quality procedures, contribute to evaluative quality assurance reviews and the self-assessment process.
- h) To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities.
- i) To maintain appropriate standards of learner behaviour.

2.2 Other Responsibilities

- a) To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To work flexibly as directed by the line manager.
- g) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Diploma in Teaching in the Lifelong Learning Sector (DTLLs) or equivalent, e.g. Certificate in Education/PGCE	✓	
Relevant degree qualification		✓
Level 3 (minimum) qualification within English or Maths for teaching GCSE	✓	
Level 2 (minimum) qualification within English and Maths	✓	
Experience		
Recent and relevant experience of delivering GCSE English or maths in an educational sector	✓	
Evidence of delivering high quality and effective learning experience	✓	
Evidence of providing learning to groups and individuals	✓	
Evidence that you are able to apply effective approaches to teaching to more than one level and target audience	✓	
Skills /Knowledge		
Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies	✓	
Sound knowledge of developments within the Children and Young People's Sector	✓	
Excellent communication and interpersonal skills	✓	
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding	✓	
Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility	✓	
An understanding of safeguarding and its importance within the college	✓	
Ability to plan and prioritise	✓	
Good time management skills	✓	
Excellent administrative and organisational skills	✓	
Able to work as part of a team	✓	
Evidence of understanding of differences between assessment and evaluation	✓	
Qualities/Approach linked to college values		
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting student welfare	✓	
Excellent communication skills	✓	
Flexible and professional approach	✓	
Ability to work as part of a team to achieve common objectives	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following	✓	

	Essential	Desirable
organisational procedures, challenge processes that do not work for customers.		

4. Position within the College

The post-holder will report to the Head of School for English of maths and be part of the Vision West Nottinghamshire College Bureau of cover Teachers

5. Terms & Conditions

- a) The post is offered on a West Nottinghamshire College sessional contract and is subject to those terms and conditions.
- b) Hours are varied and are subject to cover requirements. There are no commitments from either party to offer or accept teaching assignments.
- c) Employees will be contacted with as much advance notice as possible to enquire about cover opportunities
- d) The salary will be £19 per hour with an additional payment made each month for the annual leave entitlement that is accrued in that month.
- e) You will be required to undertake some CPD and mandatory training as part of this role.
- f) The college operates a contributory Average Salary Pension Scheme, (Teachers' Pensions).
- g) The post holder may be located at any West Nottinghamshire College site and may be expected to travel as required.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form via: www.wnc.ac.uk/vacancies

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check.

It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.