



Priory Road – Shrewsbury – SY1 1RX
Tel: 01743 237932 Fax: 01743 237934
Email: info@ssfc.ac.uk

Teacher of Food Technology
Scale: Scale 1 £20,933 to P3 £35,727
(PSP applicable where appropriate)

Thank you for your interest in the post of part time Teacher of Food Technology at Shrewsbury Sixth Form College. We believe that this post offers a challenging and rewarding experience for the successful candidate.

This is an opportunity for an enthusiastic and committed teacher of Food Technology to introduce and develop this subject at AS/A level at this college.

This course is being offered in response to demand from Shropshire students who have studied Design and Technology / Food or Food and Nutrition at GCSE to progress to advanced level. As the college does not have specialist food technology facilities it will be timetabled on two afternoons a week, with teaching taking place at the college for one afternoon a week and at a local 11-16 school, Priory School, where we have use of their excellent Food Technology facilities, for the second afternoon.

In the 2009/10 academic year there will be one AS group; in the 2010/2011 it is anticipated that there will be one AS group and one A level group, and the contract will increase to 0.4fte.

In consultation with local schools, the AQA Food Technology syllabus has been chosen. At AS students will have the opportunity to study nutrition and design and making in the human context. Knowledge of food science and a wide range of materials and components used in the making of food products will be developed.

In the second year the students will have the opportunity to further develop the knowledge and practical skills from AS and will continue to develop design work alongside an understanding of food science, processes and commercial food manufacture.

Teaching Responsibilities:

You will be required to teach Food Technology at AS and A2 level.

The following duties shall be deemed to be included in the professional duties which a teacher employed by a Sixth Form College may be required to perform.

1. Teaching

- (a) planning and preparing courses and lessons;
- (b) teaching, according to their educational needs, the students assigned to you including the setting and marking of work to be carried out by the student in college and elsewhere;
- (c) assessing, recording and reporting on the development, progress and attainment of students

in each case having regard to the curriculum for the college.

2. Other Activities

- (a) promoting the general progress and well-being of individual students and of any class or group of students assigned to you;
- (b) providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- (c) making records of and reports on the personal and social needs of students;
- (d) communicating and consulting with the parents of students;
- (e) communicating and co-operating with persons or bodies outside the college;
- (f) participating in meetings arranged for any of the purposes described above.

3. Assessments and Reports

Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

4. Appraisal and Staff Development

- (a) participating in arrangements made for the appraisal of your performance and that of other staff in the light of the responsibility for the appraisal of staff that is laid on the College Principal by Article 3(2)(c) of the College's Articles of Government;
- (b) reviewing from time to time your methods of teaching and programmes of work;
- (c) participating in arrangements for your further training and professional development.

5. Educational Methods

Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

6. Discipline, Health and Safety

Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised college activities elsewhere.

7. Staff Meetings

Participating in meetings at the college which relate to the curriculum for the college or the administration or organisation of the college, including pastoral arrangements.

8. Public Examinations

Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.

9. Management

(a) contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and probationary teachers;

(b) co-ordinating or managing the work of other staff;

(c) taking such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.

10. Administration

(a) participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the College and the ordering and allocation of equipment and materials;

(b) registering the attendance of students and supervising students

PERSON SPECIFICATION

Qualifications	Essential	Desirable	Assessed by
<ul style="list-style-type: none"> Have a degree in the subject relevant to the course to be delivered 	✓		Application
<ul style="list-style-type: none"> Possess a teaching qualification or be prepared to undertake a Further Education teaching qualification 	✓		Application
Experience			
<ul style="list-style-type: none"> Have recent experience of teaching Food Technology at advanced level. 	✓		Application
<ul style="list-style-type: none"> Have sound experience of tutorial provision – be able to provide pastoral support for students with varying needs and have a sympathetic and understanding attitude towards the needs of young people and disadvantaged groups. 		✓	Application
Skills and Abilities			
<ul style="list-style-type: none"> Demonstrate excellent interpersonal communication skills 	✓		Interview
<ul style="list-style-type: none"> Be able to adopt a variety of strategies to suit students' different learning styles 	✓		Application and interview
<ul style="list-style-type: none"> Be flexible in approach and able to adapt to the differing needs of a wide range of teams across college 	✓		Application and interview
<ul style="list-style-type: none"> Have the ability and interest to contribute to students' enrichment activities 	✓		Application and interview
<ul style="list-style-type: none"> Possess excellent team skills and have the ability to contribute to the team and its goals. Be able to work independently and as a member of the team. 	✓		Application and interview
<ul style="list-style-type: none"> Be well organised, reliable and punctual 	✓		Application and interview
<ul style="list-style-type: none"> Possess good IT and administrative skills. Be able to keep accurate records of students' progress and keep an up-to date Record of Work. 	✓		Application and interview
Knowledge and Understanding			
<ul style="list-style-type: none"> Enthusiasm for the subject and ability to impart this to students 	✓		Application and interview Micro teach
<ul style="list-style-type: none"> Have a knowledge of A level specifications and curriculum initiatives 	✓		Application and interview. Micro teach
<ul style="list-style-type: none"> Have an awareness of health and safety regulations and how they apply to the post 	✓		Application and interview. Micro teach
<ul style="list-style-type: none"> Be able to demonstrate knowledge of and commitment to equal opportunities and how to incorporate it into teaching and learning. 	✓		Interview
<ul style="list-style-type: none"> A clear commitment to the principals and practices of Every Child Matters (ECM), equality and diversity and the safeguarding of children 	✓		Interview

Completing your application

Data Protection Act 1998

Any personal data collected from applicants during the recruitment process will only be used for the purpose of recruitment within the college and will not be disclosed to any external sources without your express written consent. Records of the successful candidate will be placed on their personal files. Records of unsuccessful candidates will be destroyed after six months.

Contract Details

The post is made on the terms and conditions of Teachers' in Sixth Form Colleges.

Contract:	Fixed Term in the first instance 1 September 2010 – 31 August 2011
Hours:	Full Time
Salary:	Sixth Form Colleges Teachers' Pay Spine: Scale 1 £20,933 to P3 £35,727 (PSP applicable where appropriate)
Start Date:	1 September 2010
Pension:	Membership of the Teachers' Pension Scheme

1. Application is by means of:

- a completed application form
- a completed Equal Opportunities Form
- a completed Disclosure Form

When completing your application please comply with all **instructions** detailed on the application form. You are asked NOT to send a CV.

The criteria in the enclosed person specification will be used to assist the short listing process. The specification identifies the minimum skills, experience and qualifications needed by you to carry out the job effectively. When completing your application you must ensure that you indicate how you meet these criteria.

2. Referees

Two references will be requested. We expect one referee to be the head of the organisation where you are currently employed (if applicable). We normally write for references before an interview. If there are any special circumstances, and you mark that you do not wish a referee to be contacted we will contact you directly. If you have any personal connection with any of your referees, you will be required to disclose it.

3. Health

If you are successful in your application you will be required to complete a medical questionnaire. This will be submitted to the Occupational Health Service and you may be asked to have a medical examination. If you think this may present a problem, please mention it in your application or at interview.

4. Certification

Any contract of employment issued will be on the basis that all information supplied by you on the form, on additional papers and at interview is correct, and that no material facts have been omitted. You will be required to provide proof of all the qualifications you declare on the application form.

For teaching staff evidence of membership of the General Teaching Council (GTC) or Institute for Learning (IfL) will be required.

5. Equal Opportunities

You are asked to return the equal opportunities questionnaire (which will not be available to the short listing or appointment panel).

6. CRB Disclosure

If you are successful in your application you will also be required to complete a Criminal Records Disclosure form, at enhanced level, which will enable a check to be made with the Criminal Records Bureau on any criminal background.

If you require confirmation of the receipt of your application, please enclose a stamp addressed envelope. We are sorry we are unable to respond personally to all applicants. If you have not heard us within two weeks of the closing date you should assume you have been unsuccessful in your application.

Closing date for applications: 19 March 2010

Interviews to be held: Week commencing either 22 March or 29 March 2010

Applications should be addressed to:

**Mrs Julie Shaw,
Personnel Manager
Shrewsbury Sixth Form College,
Priory Road,
Shrewsbury,
SY1 1RX.**

Shrewsbury Sixth Form College is committed to Equal Opportunities and positively welcomes applications from every section of the community. The College is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Thank you for your interest in Shrewsbury Sixth Form College.