



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

Teacher of ICT

Scale: SFC Scale 1 £20,933 to P3 £35,727
(PSP applicable where appropriate)

Thank you for your interest in the post of Teacher of ICT at Shrewsbury Sixth Form College.

We are seeking to appoint an enthusiastic, imaginative and innovative teacher to join this department.

The ICT department at present comprises two full time teachers including the Head of Department. The position provides an opportunity to develop the subject and contribute to the success of the department. All IT staff are expected to contribute to the review and development of curriculum materials for the department.

The College is proud of the examination record of our students and pleased with the retention rate on all courses. The 2009 data is as follows:

Subject	Level	Total candidates	A – B %	A – C %	A – E %
ICT	AS	87	13.79	44.83	95.40
ICT	A2	19	5.26	31.58	100

There are now approximately 120 students taking AS / A2 course. Attendance and retention is good.

The WJEC syllabus is followed, and the course units are as follows:

AS Year 12

- Information Systems

This section is about acquiring knowledge and understanding of information systems, which is assessed by means of a one-and a-half hours written examination. However, candidates will also draw upon this knowledge during their practical work in Unit IT2. It also acts as a foundation for Unit IT4, Use and Impact of ICT, for those candidates going on to A Level. It consists of the following topics:

- Data, information and knowledge
- The value and importance of information
- Quality of information
- Validation and verification
- Capabilities and limitations of ICT
- Uses of ICT
- Presenting Information
- Networks
- Human Computer Interface (HCI)
- Social Issues
- Database Systems

Examination - 60% of AS, 30% of A

- Presenting Information

This unit requires candidates to use ICT hardware and software applications to solve a problem involving three separate tasks: the production of:

- (i) a document such as a leaflet or magazine.
- (ii) a document containing automated routines, such as a mail merged letter.
- (iii) a presentation to an audience, such as a web page or PowerPoint type show.

Practical - 40% of AS, 20% of A2

A2 Year 13

- Use and Impact of ICT

This section is about the use and impact of Information and Communication Technology. It consists of the following topics:

- Networks
- The Internet
- Human Computer Interface (HCI)
- Working with ICT
- ICT Security Policies
- A2 Year 13 (cont)
- Database systems
- Management of Change
- Management Information Systems
- System Development Life Cycle (SDLC)

Examination - 30% of A2

- Relational Databases

This unit requires candidates to produce a relational database project. The database project does not have to be based in an actual commercial context, but candidates should be encouraged to develop a realistic system. The context for the project is left to the teacher and candidate, though care must be taken to ensure an appropriately demanding project is undertaken which addresses the published assessment criteria. If more than one candidate works in the same context the teacher must ensure that they work on independent outcomes to facilitate accurate assessment and subsequent moderation. Relational database software provides various software tools to produce solutions to data handling problems.

Students may use any suitable software to complete this project.

Practical - 20% of A2

Teaching and Group Tutor Responsibilities:

You will be required to teach AS and A2 ICT / be a Group Tutor

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. 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.

5. 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.

6. Safeguarding and Well-being

- (a) Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the college.

- (b) Make use of the college arrangements concerning the safeguarding of children and young people.

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. 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 all aspects of ICT 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:	Permanent
Hours:	Full Time
Salary:	Sixth Form Colleges Teachers Pay Spine: SFC Scale 1 £20,933 to P3 £35,727 (PSP applicable where appropriate) A 'Golden Hello' may be applicable for this post dependant on the applicant meeting specific criteria
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.