



KING GEORGE V **SIXTH FORM COLLEGE**

JOB DESCRIPTION & PERSON
SPECIFICATION

Programme Leader **FdA Counselling**



KING GEORGE V SIXTH FORM COLLEGE **FURTHER EDUCATION CORPORATION**

Programme Leader **FdA Counselling**

The Principal's Statement

Thank you for showing an interest in working at King George V College Southport. We look forward to receiving an application from you shortly.

King George V College is widely recognised as one of the country's top sixth form colleges: OFSTED have identified the College as "outstanding" in its most recent Annual Reports, and the award of LSC Beacon status confirms the College's high standing. The College enjoys an enviable reputation within its local community, one that we have every intention of maintaining!

We have over 200 teaching and business support colleagues working in a wide variety of full-time and part-time positions, most of which are full year with a small number of term-time only posts.

It is the hard work of our committed staff that has made KGV the excellent College that it is, and though working here can often be demanding, it is also stimulating and rewarding. The social committee arrange a number of social events throughout the year.

Our commitment to the ongoing personal and professional development of our staff has been recognised since 1994 by the award and retention of "Investor in People" status, and we are keen to support staff who wish to attend relevant training courses.

Come and visit us and talk to our staff and students. I am sure you will feel welcome.

Hilary Anslow, O.B.E.
Principal

About The College

KGV College has an enviable reputation for academic excellence. In the last full academic year (2008-2009) our achievement rate at A level was little short of 100% and our AS achievement rate was at 92%, well in excess of the national average. These figures don't just represent our attracting high-flying students – the value we add to our students' education was independently rated excellent in 2009.

Alongside academic excellence the College prides itself on the work we do with young people identified with learning difficulties. The College attracts increasing numbers of such learners through the tremendous work of our learning support team and the outstanding results this cohort achieves here. Our most recent Ofsted Inspection identified the area of Equality of Opportunity as a particular strength of the College, giving it a rating of excellent.

However, the College is not standing still. Curriculum development is at the forefront of our strategy for maintaining excellence. Our level 2 programme was completely revised for September 2008 and we expect this area to be of growing importance to the College in the coming years. We believe our level 2 programme now offers a relevant and attractive range of courses for the young people of this area. We are also closely involved with the development of the new Diploma courses throughout the north of Sefton and are working closely with our partner high schools to further this exciting initiative. The College also introduced the International Baccalaureate course in September 2009, as well as developing new A level courses, expanding our BTEC National provision and introducing Extended Project Qualifications at the College. In short, we are striving hard to provide a comprehensive curriculum that suits the varied talents and abilities of students in this area.

Our academic excellence is not just the result of the work of our teaching staff. We recognise that all support functions contribute significantly to the success of the College, from the enrolment of learners and the pastoral support offered, to the operations of all support staff departments. Without this support, the College could not be in the position it is today.

Ian Swift
Vice Principal

The Appointment

King George V College has offered Foundation degrees awarded by Edge Hill University since 2007 in the following subjects: FdA Counselling, FdSc Public Health and FdSc Working with Vulnerable Adults. Foundation degrees are two year intermediate degrees which combine academic study and vocational skills gained in a work placement and allow students to progress to the final year of B.A/ B.Sc. Honours degree. The college is committed to widening participation and recruits mature students as well as those completing their further education.

The FdA Counselling programme is currently delivered by six staff on four evenings per week from September to June and has successfully recruited 15-18 mature students in 2008 and 2009. Each year group attends for two evenings per week for 30-35 weeks. The programme incorporates a number of Saturday workshops and a residential weekend in both years. Students complete 450 teacher contact hours over the two year course, 100 hours of supervised client counselling as a trainee counsellor and are required to have received 10 hours of personal counselling in order to graduate as a qualified counsellor.

We are seeking to add to our team of dedicated professionals committed to maximising the potential of our students, and the promotion of academic excellence. At KGV you will experience a working environment second to none, enjoy access to a range of staff development and social activities, and reap the benefits of working in a college identified by OFSTED as "outstanding".

We are looking to appoint a suitably qualified and experienced tutor to manage the Foundation degree programme in Counselling and to deliver and assess modules at levels 4 and 5 beginning in September 2010.

PROFESSIONAL DUTIES OF A PROGRAMME LEADER

The following duties shall be deemed to be included in the professional duties that an Higher Education Programme Leader employed by a Sixth Form College may be required to perform.

MANAGING

1

- (a) Planning and preparing the delivery of the programme as specified in the definitive course document approved by Edge Hill University.
- (b) Liaising with module leaders, the college HE Manager, Edge Hill University's Liaison Tutor, work placement mentors and professional organisations on recruitment and the delivery of the programme, allocation and monitoring work placements, assessment, quality assurance and the administration and accreditation of the programme.
- (c) Taking a lead role in the development and evaluation of the programme, attending relevant meetings at Edge Hill University and with other partner colleges.

TEACHING

2

- (a) Planning and preparing the programme handbook, module handbooks and schemes of work.
- (b) Teaching and supporting the learning of the students accepted on to the programme, including the setting and marking of module assessment to be carried out by the student in college and elsewhere.
- (c) Assessing, recording and reporting on the attainment of students to the Faculty of Health at Edge Hill University, participating in cross-moderation meetings with other partner colleges and attending Faculty Assessment Boards at the university.

APPRAISAL AND STAFF DEVELOPMENT

- 3
- (a) Participating in arrangements made for the peer review and 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 and by Edge Hill University.
 - (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.

EDUCATIONAL METHODS

- 4
- Advising and co-operating with the Principal, HE Manager and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching material, teaching programmes, methods of teaching and assessment and pastoral arrangements.

STUDENT SUPPORT, HEALTH AND SAFETY

- 5
- (a) Acting as a personal tutor and negotiating specific support for the students with Learning Support Services at KGV and Edge Hill University.
 - (b) Safeguarding the health and safety of students both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.

STAFF MEETINGS

- 6
- Participating in meetings at the College as required.

ADMINISTRATION

7

Participating in administrative and organisational tasks related to such duties as are described above.

WORKING AT KING GEORGE V COLLEGE

KGV employees enjoy the benefits of working in a modern and well resourced environment. We offer good terms and conditions of employment, including membership of the Teachers Pension Scheme, or for support staff the Local Government Pension Scheme, both of which are final salary schemes. We provide generous sickness benefits, and we always consider sympathetically employee requests for maternity, paternity or special leave. Our commitment to the ongoing personal and professional development of our staff is recognised through our appraisal and continuous professional development programme and we are keen to support staff who wish to attend relevant courses.

KGV College is located just over a mile east of the Southport town centre, close to an out of town shopping complex which includes Tesco, Homebase, Argos, Comet and many others. We have free car-parking on site, and for the more energetic there is a secure staff cycle storage; we are able to lend bicycles free of charge to those who might be tempted to try environmentally sound transport.

There are a number of other advantages to working at KGV:

- A Fitness Suite with free staff membership offered, relaxation, body conditioning and pilates classes are just a few of the classes available to staff each week and 5 a side football to round off the week is a long-standing KGV tradition on a Friday
- Our annual Healthy Day in July has featured Caving, Cycling, Golf, Swimming, and Walking in recent years
- Flu Vaccinations are available on-site annually free of charge
- The Staff Social Committee runs a lively social programme including:

Pantomime, Christmas Party, Murder Mystery, Croquet, Ten Pin Bowling, BBQ and Quiz Nights to name but a few.

Jan Regan
Director of Human and College Resources

Personal Specification

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

<u>Description</u>	<u>Essential</u>	<u>Desirable</u>	<u>Assessment Method</u>
<u>Qualifications</u>			
To be educated to appropriate level in your subject/activity or closely related discipline	E		Application Form/Certificate(s)
Teaching/training or coaching qualification (<i>must be willing to undertake a suitable qualification if not currently held</i>)		D	Application Form/Certificate(s)
<u>Experience</u>			
Teaching your subject/activity	E		Application Form/Interview
Other relevant experience		D	Application Form
<u>Personal</u>			
Proactive and conscientious	E		Interview/Reference
Ability to lead and work in team with other members of the department	E		Interview/Reference
Contribute to the success of the College HE programme	E		Interview/Reference
Be flexible in approach to work and adaptable to changing situations	E		Interview/Reference

Summary of the Terms and Conditions of Employment*

All teaching appointments are made on the Sixth Form Colleges Contract for H E Teaching Staff.

The appointment will be made on a point in the range 1 - 6 on the Sixth Form Colleges Pay Spine, currently equating to an annual full time rate of pay from £21,098.00 to £30,879.00 dependent on qualifications and relevant previous experience.

**Pro rata for fractional posts*

All appointments are made subject to satisfactory references and medical report. All appointed personnel will be required to complete a Criminal Records Bureau form and be cleared prior to commencing employment with the College.

Closing Date **12 noon on Friday 26th July 2010**

Interviews Within a month of the closing date

Application Procedure

The application form should be completed and returned by the above closing date to:

**The Human Resources Department
King George V College
Scarisbrick New Road
Southport
PR8 6LR**

or alternatively via e-mail to **jobs@kgv.ac.uk**

The receipt of applications is not normally acknowledged. If you wish to receive an acknowledgement, please complete and return the enclosed card with your application.

Please assume that if you have not heard from the College within one month of the closing date that your application has not been successful on this occasion.

KING GEORGE V COLLEGE
Scarbrick New Road,
Southport PR8 6LR
Telephone: 01704 530601
Fax: 01704 548656
Email: jobs@kgv.ac.uk

Application Form Confidential



TEACHING APPOINTMENTS

Please write in BLACK INK, as we may have to photocopy this form
CV'S MUST NOT BE SUBMITTED IN PLACE OF THIS FORM

POST APPLYING FOR:

PERSONAL INFORMATION:

SURNAME: FORENAME(S) TITLE:

ADDRESS:

.....

..... POST CODE:

TELEPHONE NO. (DAYTIME) MAY WE CONTACT YOU AT WORK? Yes No

TELEPHONE NO. (EVENING) MOBILE PHONE NO.

EMAIL ADDRESS NI No.

DO YOU HOLD A CURRENT DRIVING LICENCE? Yes No

PRESENT APPOINTMENT (IF APPLICABLE):

JOB TITLE:

EMPLOYER'S NAME AND FULL ADDRESS:

.....

.....

NATURE OF PRESENT EMPLOYER'S BUSINESS:

DATE APPOINTED: PRESENT TOTAL SALARY: SCALE OF POST:

OTHER BENEFITS/ALLOWANCES:

DO YOU HAVE QTS? Yes No TEACHER REFERENCE NUMBER

GTC/IFL MEMBERSHIP NUMBER:

EARLIEST COMMENCEMENT DATE:



PREVIOUS EMPLOYMENT - MOST RECENT POST FIRST

PLEASE GIVE DETAILS OF TEACHING PRACTICE IF THIS IS AN APPLICATION FOR A FIRST TEACHING APPOINTMENT.
Please continue on a separate sheet if necessary

EMPLOYER'S NAME, ADDRESS, AND NATURE OF BUSINESS	DATES		POSITION HELD, NATURE OF DUTIES AND GRADE OF POST (FULL OR PART TIME)	REASON FOR LEAVING
	FROM	TO		

ATTENDANCE RECORD

How many episodes of illness have you had during the past 2 years? Episodes

How many days in total have you been ill and unfit for work over the same 2 year period? Days in Total

Please make any further comments/explanations about your health or attendance record:

.....
.....

REFERENCES

Please supply the contact details of two people to whom a professional reference can be made. At least one should be your current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends. Please note that by providing these contact details you are consenting to them disclosing information about your performance and attendance. References will only be taken up for shortlisted candidates and any offer of employment will be made subject to satisfactory references.

PLEASE INDICATE BY TICKING THE BOX(ES) IF FOR ANY REASON YOU WOULD NOT WISH REFERENCES TO BE TAKEN UP PRIOR TO INTERVIEW.

Name: Name:

Occupation: Occupation:

Address: Address:

.....

Telephone No. Telephone No.

Email: Email:

EDUCATION AND TRAINING**GCSE/O-Level****Examination details**

SECONDARY SCHOOL ATTENDED	SUBJECT	GRADE	DATE OBTAINED (optional)

A-LEVEL/OTHER LEVEL 3 QUALIFICATIONSEXAMINATION DETAILS

SCHOOL/COLLEGE ATTENDED	SUBJECT	GRADE	DATE OBTAINED (optional)

DETAILS OF HIGHER EDUCATION

UNIVERSITY/COLLEGE	SUBJECT(S) STUDIED	QUALIFICATIONS OBTAINED	DATE OBTAINED (optional)

TEACHER TRAINING

UNIVERSITY/COLLEGE	QUALIFICATION OBTAINED (if Degree, state honours and class)	SUBJECTS(S)	DATE OBTAINED (optional)

OTHER COURSES (INCLUDING IN-SERVICE TRAINING ATTENDED DURING THE LAST 2 YEARS)

NAME OF COURSE	QUALIFICATION OBTAINED AND/OR CONTENT	COURSE ORGANISERS

SUBJECTS OFFERED

MAIN SUBJECTS	TO WHAT LEVEL?	SUBSIDIARY SUBJECTS	TO WHAT LEVEL?

ADDITIONAL INFORMATION

LETTER OF APPLICATION

Please provide, on a separate sheet, your reasons for making this application. This should relate to your qualifications, past experience, personal attributes and to the requirements stated in the advertisement and job description/person specification. Please also include details of your results for the last 2 years on the enclosed pro-forma. The short-listing process is dependent on the extent to which your application matches the requirements for the position.

ENTITLEMENT TO WORK IN THE UK

In order to comply with the Asylum and Immigration Act 1996 all prospective employees will be requested to provide evidence of their eligibility to work in the UK. You will be requested to produce an official document e.g. your birth certificate or passport, or a document showing your National Insurance Number, or a current work permit.

Do you require a work permit to work in the UK? Yes No

If yes, do you have a valid work permit? Yes No

If yes, please give expiry date of permit:

REHABILITATION OF OFFENDERS - 1974 - ADVISORY NOTE

Due to the nature of the work for which you are applying this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Corporation. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

Have you been convicted of a criminal offence? Yes No

Do you have any criminal charges pending? Yes No

If Yes, please give details:
.....
.....

HEALTH ASSESSMENT

Successful candidates will be required to complete a medical questionnaire and may be required to attend a medical examination.

Have you ever been dismissed from employment for a reason other than Redundancy? Yes No

Have you ever been suspended or subject to any disciplinary action? Yes No

If you have stated YES to any of the above please give details below or alternatively specify the details on a separate sheet and enclose it in a sealed envelope marked 'Private & Confidential'.

.....
.....

If you are related or have a close relationship to an existing employee of the College (including Councillors and Governors), please give details:

DECLARATION

I DECLARE THAT THE INFORMATION GIVEN ON THIS FORM IS TO THE BEST OF MY KNOWLEDGE CORRECT. I UNDERSTAND THAT CANVASSING, EITHER DIRECTLY OR INDIRECTLY, OF ANY GOVERNOR OF THE SCHOOL, COUNCILLOR OR EMPLOYEE OF THE COUNCIL OR THE GIVING OF FALSE OR MISLEADING INFORMATION, MAY LEAD TO DISQUALIFICATION AND, IF APPOINTED, MAY LEAD TO MY DISMISSAL.

Signature: Date:

Data Protection Act 1988: All personal data will be held in accordance with the provisions of the Act. The data will be used to produce depersonalised statistics in connection with equal opportunities and recruitment monitoring. It will also be used for purposes relevant to the payment of remuneration, pensions and the maintenance of the computerised personnel system. Please note that the information given in this application may be retained as a computerised record, and that by submitting this application form you give your consent for this use.

CONFIDENTIAL

EQUALITY & DIVERSITY MONITORING FORM

To ensure that unfair or unlawful discrimination does not take place, King George V College requires information about job applicants. It would be helpful, therefore, if you would complete this questionnaire to enable us to monitor our policies and procedures. Omitting to complete this form will not prejudice your application, but it will make it more difficult for us to monitor how well our Equal and Diversity Policy is working.

Please note that this form will not be seen by any member of the short-listing team and will be treated as strictly confidential

POST APPLYING FOR:

SURNAME **FORENAME(s)**

PREVIOUS NAMES (if applicable):

DATE OF BIRTH

GENDER
 MALE FEMALE

<u>Marital Status</u> (please mark appropriate category)			
Single		Married	
Separated		Widowed	
Divorced		Civil Partner	

<u>Sexual Orientation</u> (please mark appropriate category)			
Bisexual		Lesbian	
Heterosexual		Other	
Gay		Prefer Not To Disclose	

<u>Ethnic Origin</u> (please mark appropriate category)			
<u>Asian or Asian British</u>	<u>Tick</u>	<u>Mixed</u>	<u>Tick</u>
Bangladeshi		White and Black African	
Indian		White and Asian	
Pakistani		White and Black African	
Any Other Asian Background		Any Other Mixed Background	
<u>White</u>		<u>Black or Black British</u>	
British		African	
Irish		Caribbean	
Any Other White Background		Any Other Black Background	
Other European			
		<u>Chinese</u>	
<u>Any Other Not Stated</u>		<u>Prefer Not To Disclose</u>	

<u>Religious Belief/Faith</u> (please mark appropriate category)			
Buddhist		Muslim	
Christian		Sikh	
Hindu		No Religion	
Jewish		Any Other Religion	

DISABILITY

The Disability Discrimination Act 1995 defines a disabled person as one who has a physical or mental impairment which has a substantial and long term adverse effect on his/her abilities to carry out normal day to day activities. The College employs a number of staff who have disabilities. If your skills and experience meet the requirements of the post for which you applied, you will be invited to interview. If you declare a disability, it would be helpful if you were prepared to talk to the interview panel about any reasonable adjustments that may be required.

Do you have a disability which may affect your ability to carry out the normal day to day activities as described in the job description and person specification for the post?

YES NO (please mark as appropriate)

If Yes, please provide details in the box below

Please let us know if you have any access or special requirements that you wish us to take account of. These could include dietary, mental health, dyslexia or other disability.

Have you been granted early retirement from any post in the education service?

YES NO (please mark as appropriate)

If Yes, please provide full details in the box below

Where did you see this vacancy advertised?

Local Paper TES KGV Website Other

I understand the information given on this form will be used in accordance with King George V College's registration under the Data Protection Act 1998. For the successful candidate the information will form part of their personal, confidential record and further details of how the data will be processed will be supplied on the commencement of employment. In the case of unsuccessful candidates, the data will only be used for statistical purposes and will be kept safe and secure until destroyed.

.....
Signed

.....
Date

**Thank you for completing this form and assisting us in monitoring our
Equality and Diversity Policy.**