

May 2025

Dear Applicant,

Thank you for your interest in the post of **Part Time to Full Time Teacher of Business.**

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Benefits at Godalming College
- Teacher pay scale

The application pack is available to download from the vacancies section of the College website [https://www.godalming.ac.uk/Working\\_For\\_Us.html](https://www.godalming.ac.uk/Working_For_Us.html) and as a hard copy from the HR Department – [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk)

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. If you would like further details the College's Safer Recruitment, Data Protection and Safeguarding and Child Protection policies are all available on our website.

**Completing and returning your application**

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths in addressing the key responsibilities identified in the job description as well as against the criteria detailed in the person specification.

Please return your application form by e-mail as an attachment to [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk)

The final closing date for receipt of applications is **Tuesday 13<sup>th</sup> May 2025 at 9am.**

**Short-listing and interview arrangements**

Since we may not be able to respond to all applicants, if you have not been contacted by **Friday 16<sup>th</sup> May 2025**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews on Thursday 22<sup>nd</sup> May 2025 at the College and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young  
Principal

## Godalming College

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and we are delighted that the College was again rated Outstanding by Ofsted in November 2024.

The College currently employs around 250 teaching and support staff on both a full and part time basis.

In our 2024 Staff survey, 97.6% of staff said they were proud to be a member of staff at the College and 95.2% of staff would recommend working at Godalming College. The following quotes from members of our current team describe why they think our College is a great place to work:

*"The sense of community, common purpose, and kindness to each other. The willingness to help each other, support each other and look after each other. We are proud to be continually improving - which is a signature of Godalming College".*

*"Godalming College is a fantastic, welcoming and inclusive place to work. I deeply enjoy being at work, and I think senior leaders and managers do a very good job of being approachable and understanding".*

The success of Godalming College has at its heart community, with students from all walks of life enjoying a whole range of opportunities in a welcoming, inclusive and friendly environment. We have high expectations for our students, and they enjoy a vibrant and stimulating learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff.

We are very proud of our campus and facilities. We continue to invest in our facilities to ensure they remain of the highest quality for our students and staff. As well as its bespoke teaching blocks, the College has a Media suite, Science labs, Dance, Drama and Music studios, Netball and Tennis courts and an 11-acre site for Rugby and Football pitches, as well as onsite in-house catering provision. We are currently in the process of expanding our social space for students with an extension to the Student Hub due to be opened this April.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

The College year runs for a period of twelve months from 1<sup>st</sup> September-31<sup>st</sup> August although the official start of the Autumn term varies. In 2025, the Autumn Term will begin on 26<sup>th</sup> August for all staff.

Full-time teaching staff have a time-tabled teaching commitment of 23.5 hours plus almost 9 hours directed time per week. Part-time staff will normally be appointed for a pre-determined number of time-tabled hours with an additional proportionate directed time element. In addition, a teacher will be expected to work such additional hours as may be needed to discharge their duties effectively including, in particular, the marking of student work, the writing of reports on students, preparation of lessons, teaching material etc.

Teaching salaries are paid according to the Sixth Form College Teachers' pay spine and the Godalming College Single Leadership spine, depending on previous teaching experience. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1<sup>st</sup> September. Incremental progression is subject to satisfactory performance review. The current pay spine is included in this application pack as is an infographic of the additional benefits we offer.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK check and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

## Teacher of Business (Part to Full Time minimum 3 days/0.6FTE)

The College is eager to appoint a suitably qualified and innovative teacher on a permanent, part to full time basis from the start of the academic year 2025 / 26 to work in the Business department to teach A-level and BTEC Business Studies. An experienced teacher or an enthusiastic new entrant to the profession would be welcomed.

### The Business Department

- Business Studies courses are offered as part of our core provision to 16-19 students. The Business department currently offers A-Level Business Studies and follows the Eduqas specification. It also offers the BTEC Extended Certificate and Diploma in Business (NQF) at Level 3 and BTEC Business First Award at Level 2.
- The Department has an excellent record of outstanding student achievement, high quality provision and innovative curriculum development.
- Examination performance is very strong both in terms of headline results and value added. In summer 2024 exams, A-Level Business achieved a high-grade rate of 61.3% and a pass rate of 99.2%. Both the BTEC Extended Certificate and Diploma courses achieved a 100% pass rate, and the D\*-Merit rate for each was 97.1% and 94.2% respectively. Please see the College website for more information on the results.
- The Department benefits from modern, purpose-built accommodation in large classrooms, with teacher access to PCs as well as individual Microsoft Surface Pros.
- The Department has a strong team ethos, sharing resources and the teaching of groups.
- The department run weekly lunchtime workshops and all members of the team contribute to these.
- All teachers are expected to act as a personal tutor, to a group of approximately 20 students.
- The College day is 8.45 until 4.15 and each teaching period is 45 minutes long.

## TEACHER JOB DESCRIPTION

**Job Title:** Teacher of Business

**Line Manager:** Head of Business

### Summary of Job

In accordance with the College Strategic Plan, deliver high quality teaching and learning to enable all students to succeed and progress.

### Main Responsibilities

#### **Set a culture of high expectation which inspires and motivates students**

- Establish an effective and stimulating learning environment, allowing all students to perform to the best of their abilities
- Set high standards for students' learning, motivation and attendance
- Display good subject knowledge and understanding of the specification, curriculum intent, keeping up to date with development in the subject area
- Develop high quality resources that inspire learning and stretch and challenge all learners
- in accordance with the relevant scheme of work, prepare thoroughly, including the planning of well-structured lessons and associated assignments
- Reflect on the effectiveness of lessons and approaches to teaching, and respond to advice and feedback from colleagues
- Promote high standards of literacy and numeracy

#### **Adapt teaching to respond to the strengths and needs of all students**

- Have a secure understanding of how a range of factors can inhibit students' ability to learn and how best to overcome these
- Have a clear understanding of the needs of all students, including those with special educational needs, and be able to use and evaluate distinctive teaching approaches to engage and support them

#### **Manage behaviour effectively to ensure a good and safe learning environment**

- Establish a safe and stimulating learning environment for all students regardless of sex, disability, religion or belief, sexual orientation, gender reassignment, or special educational need
- Have clear expectations and routines for behaviour in classrooms and take responsibility for promoting a positive learning environment

#### **Demonstrate effective learning is taking place and make accurate and productive use of assessment**

- Check regularly that learning has been achieved, making use of formative and summative assessment to secure students' progress
- Give students regular feedback, both orally and through accurate marking and encourage students to respond positively to feedback
- Maintain accurate records, regularly assessing and grading student work
- Assess, record and report on student progress and attainment in line with College policy

## **Be a tutor for a group of students, supporting tutees and monitoring their progress throughout their time at College**

- Support students and help them with any problems, personal or academic, which they might encounter during their time at College – including referral to the Senior Tutor, the Learning Support Team, the Health and Wellbeing Officer or Counsellors
- Act as the link between the College and parents, keeping them informed where concerns arise
- Deliver the Shaping Futures Programme in the designated Tutorial period, as well deliver the induction and progression tutor sessions as required
- Check on absence from College on a weekly basis and contact parents where absence is a concern
- Deal with tutees who have unsatisfactory effort and behaviour. This will involve liaison with subject staff, and the Senior Tutor, as well as parents
- Carry out 1-2-1 meetings to review progress with tutees, as per the College Shaping Futures (Tutorial) programme
- Prepare high quality references e.g. UCAS or apprenticeships for tutees, keeping to internally set College deadlines
- Attend all scheduled Personal Tutor meetings

## **Additional Responsibilities**

- Maintain accurate records of class attendance using the College registration system and to follow up student absence
- Communicate with the parents of students and prospective students, including attendance at Parents' Evenings, CAS sessions, Department meetings and Open Evenings
- Contribute to the College Enrichment programme if required
- Provide cover within Departments for staff who may be absent on a short term or occasional basis
- Participate in the College's quality assurance procedures, for example Lesson Observations and Departmental Self-Assessment process

## **Contribute to the overall management of the College and adhere to its policies and procedures:**

- Act at all times in accordance with the College's Safeguarding and Child Protection Policy
- Participate in the College's Professional Review scheme
- Take responsibility for improving teaching and learning through continued professional development, including participation in training provided by the College
- Always adhere to the College's IT Acceptable Use Policy
- Participate in the maintenance of satisfactory standards of health, safety and security in relation to the Department in accordance with College policies
- Demonstrate an awareness and commitment to Safeguarding, Equality, Diversity and Inclusion, Health and Safety and Data Protection
- Carry out any other reasonable request, as may be required from time to time, by the Principal

## PERSON SPECIFICATION FOR POST OF TEACHER OF BUSINESS

The successful candidate will have the following essential experiences, skills and qualities:

### Qualifications

- Be a graduate with a degree in Business or related subject
- Have an appropriate teaching qualification; PGCE or equivalent

### Experience and Skills

- Ability to teach Business at A Level and BTEC
- Up to date subject knowledge
- Understanding of how students learn and what constitutes effective teaching, learning and assessment
- Excellent interpersonal and communication skills
- Very good organisational ability

### Qualities

- Enthusiasm for subject and teaching
- Inspire learning and promote student success
- Ability to continuously reflect and evaluate
- Have high expectations of all students
- Understanding of and affiliation to the 16-19 age group
- Be committed to continuous professional development
- Be flexible and willing to deliver on the College Enrichment programme
- Maintain high standards of behaviour, in line with the Staff Code of Conduct, and the policies and procedures of Godalming College, as well as having regard to the SFCA teaching standards

### Desirable

- Post 16 teaching experience
- A-Level or BTEC Business experience

# Term Dates 2025-26

Autumn Term	2025	Half Term	Bank/Public Holidays
<b>Start Date</b>	Tuesday 26 <sup>th</sup> August	Wednesday 22 <sup>nd</sup> October to Friday 31 <sup>st</sup> October	Monday 25 <sup>th</sup> August
<b>End Date</b>	Friday 19 <sup>th</sup> December		Thursday 25 <sup>th</sup> December Friday 26 <sup>th</sup> December

Spring Term	2026	Half Term	Bank/Public Holidays
<b>Start Date</b>	Monday 5 <sup>th</sup> January	Monday 16 <sup>th</sup> to Friday 20 <sup>th</sup> February	Thursday 1 <sup>st</sup> January
<b>End Date</b>	Friday 27 <sup>th</sup> March		Friday 3 <sup>rd</sup> April Monday 6 <sup>th</sup> April

Summer Term	2026	Half Term	Bank/Public Holidays
<b>Start Date</b>	Monday 13 <sup>th</sup> April	Monday 25 <sup>th</sup> May to Friday 29 <sup>th</sup> May	Monday 4 <sup>th</sup> May Monday 25 <sup>th</sup> May
<b>End Date</b>	Friday 10 <sup>th</sup> July		

## 2025/26 - Godalming College

<b>Autumn Term</b>	Tuesday 26 <sup>th</sup> August	-	Friday 19 <sup>th</sup> December	76 days
<b>Spring Term</b>	Monday 5 <sup>th</sup> January	-	Friday 27 <sup>th</sup> March	55 days
<b>Summer Term</b>	Monday 13 <sup>th</sup> April	-	Friday 10 <sup>th</sup> July	59 days
				<b>190 days</b>

## Staff Benefits:

### Health & Wellbeing



#### College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



#### Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



#### Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



#### Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



#### Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

### Financial



#### Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.\*



#### Car parking

There is free on site parking for staff.



#### Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

\* [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) & [www.lgpsmember.org](http://www.lgpsmember.org)



**Godalming College Teacher Pay Spines**  
**1st September 2024**

Plus Fringe Allowance on all points £1,289

**a) SFCA National Spine (NSP)**

NSP1	£32,178
NSP2	£33,415
NSP3	£35,306
NSP4	£37,476
NSP5	£39,590
NSP6	£42,226
NSP7	£43,941
NSP8	£46,860
NSP9	£49,725

**b) Godalming College Single Leadership Spine**

A	L1	£50,140
	L2	£50,990
	L3	£51,856
B	L4	£52,738
	L5	£53,635
	L6	£54,548
C	L7	£55,474
	L8	£56,417
	L9	£57,377
D	L10	£58,352
	L11	£59,345
	L12	£60,354
E	L13	£61,378
	L14	£62,422
	L15	£63,485
	L16	£64,563
	L17	£65,661
	L18	£66,775
	L19	£67,911
	L20	£69,065
	L21	£70,240

**c) Godalming Responsibility Allowances**

R1	£659
R2	£1,511
R3	£2,379
R4	£3,260
R5	£4,158
R6	£5,069

Last updated 05/02/2025

Implemented in March 2025 Payroll & Backdated to 1/9/24