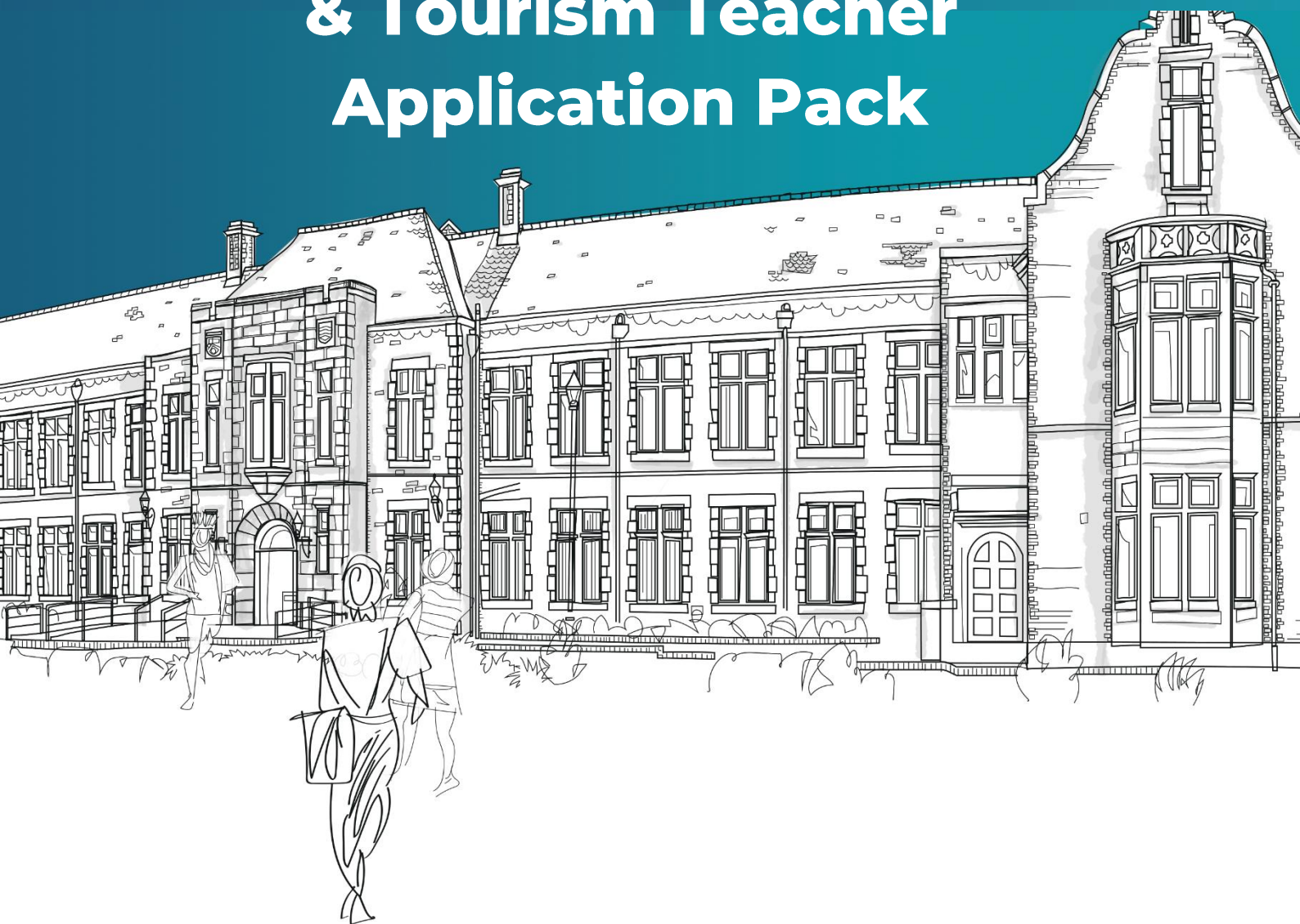


MONOUX SIXTH FORM COLLEGE

BTEC Business and Travel & Tourism Teacher Application Pack





WELCOME FROM THE PRINCIPAL



Monoux College is a Sixth Form College serving a diverse population of learners. It is situated in the North East London Borough of Waltham Forest. The College is located on a single 17.5-acre site in Walthamstow. The main building is set back from the road in landscaped grounds, surrounded by two playing fields. The College serves a wide catchment area and approximately half of its students live in the neighbouring London Boroughs of Newham, Haringey, Hackney, Enfield and Tower Hamlets. Access to Central London is good via tube, rail and bus links.

In its most recent OFSTED visit the college was graded as 'Outstanding' in Personal Development' and 'Good' in all other categories, with particular emphasis on the high-quality teaching and positive student behaviour at the college. Our students often make excellent progress from where they were at GCSE, and we are ambitious about where they go next. "Students feel safe in all areas of the college" (OFSTED, November 2024).

There are currently approximately 1900 students at the college, all of them on full-time courses. Over 85% of the students come from minority ethnic groups living in London. The College curriculum provision includes a variety of GCE A/AS level subjects, T Levels, BTEC Level 2 and Level 3 subjects. All subjects are encompassed within one of the six learning pathways.

Building on a partnership that we have with London Borough of Waltham Forest to provide Year 11 education for recently arrived young people, including asylum seekers new to the Borough, the college now directly recruits 14-16-year olds around an admissions policy that complements local school provision. Many of these young people progress into the sixth form college, at either Level 1, 2 or 3.

After a number of years without options to develop our facilities, in the last one to two years, as a result of student number growth and the introduction of T Levels, the college has opened new teaching spaces for digital, health and science, as well as refurbishing the theatre for performing arts and conferencing spaces. We are planning improvements this year to other aspects of the college's infrastructure: the staff room, bathrooms and wi-fi, for example.

The College currently employs approximately 230 staff, around 120 of which are support staff. We have increased the number of teaching staff in response to continued growth.

We have created a unique learning community, which enables our students to develop personal attributes and skills alongside their academic or vocational qualifications, to prepare them for higher education or employment. Our mission is: Learn with Skill, Feel Connected, Design Your Future. These phrases provide headings for the 3 aspects of the Monoux Student Framework, our portrait of a college graduate that outlines attributes we seek to develop.

I have been the Principal of Monoux College since 2016. I am proud that the college now meets significantly higher standards in everything it does. We believe that much more is within sight, for example, building the technical curriculum, achieving more in our A Level provision, increasing our competitiveness, securing more employer links, building better facilities for students and supporting our valued staff through their professional journey.

We are always seeking to discover more, always striving to connect more.

Dave Vasse
Principal

ABOUT THE ROLE

We want to appoint an excellent classroom practitioner to teach BTEC Business and Travel & Tourism within the Business and Finance Pathway.

The Business and Finance Pathway is outstanding, always putting the needs of students first and motivating them to work to the best of their ability to achieve the highest outcomes possible. The staff in the team are specialists in their subject areas and they work exceptionally well together to support the students, and each other.

At Monoux Sixth Form College staff work in an environment that prioritises talk about teaching, and teamwork; you will have the chance to think about what makes great teaching and get involved in making key decisions about your curriculum. Behaviour is well managed, and the campus is calm with a productive working atmosphere.

We are seeking only the best candidates who want to support the ethos of Monoux College, and have a passion for teaching and building positive relationships with young people to help them achieve. You will need excellent subject knowledge, a background of delivering continuous improvement and a student-centred approach, with a commitment to excellence and prioritising the needs of learners. Candidates are required to have an appropriate teaching qualification and be qualified to degree level. We welcome applications from ECTs and experienced teachers from Sixth Form Colleges, Schools and FE Colleges.

HOW TO APPLY

If you are seeking a highly rewarding position within a successful college and are passionate about enriching the lives of students, please visit our website: <https://www.sgmc.ac.uk/jobs/> to 'view' to the job role. If you are already on the college website, you can 'view' the job role and click on 'Attachment' to view the application pack.

After reading the application pack, if you would like to apply, please click on the link on the Jobs Page: 'Download Application Form' to access the application form (parts 1 & 2). Please email your completed application form (parts 1 & 2) to: recruitment@sgmc.ac.uk

Closing date for applications: Monday 23 June 2025 by 10am

Interview Date: As soon as possible (TBC)

Start Date: Monday 18th August 2025

IMPORTANT INFORMATION

We have a strong commitment to safeguarding and promoting the welfare of children and young people and as such all staff and volunteers are expected to share this commitment. All appointments will be subject to an enhanced DBS clearance and pre-employment checks. Please be aware that if you are shortlisted for an interview, as part of our due diligence, we will carry out an online search.

Applicants are required to disclose any unspent convictions, cautions or warnings under the Rehabilitation of Offenders Act 1974. They are also required to disclose any adult cautions or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2013 and 2020).

The amendment to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on which convictions and cautions are considered 'protected' can be found on the Ministry of Justice Gov.UK website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

We do not accept CVs only for job applications.

We reserve the right to close a vacancy early if we receive sufficient applications which enable us to appoint a suitable candidate for the role. Therefore, if you are interested in this vacancy, we advise you to submit your application form (parts 1 & 2) as early as possible.

*We regret that we are unable to respond to every application. Therefore, if you do not hear from us within four weeks of the closing date, please assume your application has not been successful. **Previous applicants within the last six months need not apply.***

JOB DESCRIPTION

| | |
|----------------------|---|
| JOB TITLE: | Teacher of BTEC Business and Travel & Tourism |
| REPORTING TO: | Pathway Leader |
| SALARY: | Competitive base salary - Sixth Form Teachers' Pay Scale (points 1 – 9) |
| HOURS: | Full-time |
| CONTRACT: | Permanent |

Main Duties:

1. Teaching

- Teach students in accordance with the relevant curriculum, including the setting and marking of work.
- Clarifying learning intentions for students and making success criteria clear.
- Engineering effective classroom discussions, questions and tasks that elicit evidence of learning.
- Regularly assessing students' skills and knowledge, and adjusting teaching plans in light of this information.
- Providing feedback to students which moves their learning forward, and giving them opportunities to act on this feedback.
- Support students to take ownership of their learning, and to support their classmates' learning.
- Keeping up to date with subject knowledge, pedagogy and external requirements such those set by awarding bodies or government legislation.
- Preparing schemes of work and lesson plans which are adapted to personal needs of students, and provide scope for spaced and interleaved practice.
- Develop students' Maths, English and study skills.
- Explicitly developing students' skills to act and respond in thoughtful, engaged ways, preparing them to thrive in the working world and in civil society.
- Creating a rich and inspiring climate for learning with varied and engaging activities, which motivate and challenge students.
- Managing behaviour consistently and positively.

2. Tracking and monitoring

- Record and monitor student progress at frequent intervals, taking account of starting points to enhance the value-added results for all students.
- Using PLCs with students to set targets, evaluate achievement of learning outcomes and plan suitable interventions for improved academic performance.
- Report regularly to students, their parents or guardians, and to curriculum leaders on the progress and predicted achievement of students.
- Scheduling meetings with students to plan for their progression.
- Forge positive and considerate relationships with students, liaising with others to support them wherever this is helpful, and reporting any safeguarding concerns quickly and appropriately.

3. Other responsibilities

- Reflecting on, and developing your own professional practice and supporting others in the college community to do the same.
- Work with the relevant department(s) and Pathway Leader(s) to provide an interesting and engaging programme of events and activities for students.
- Support college pastoral arrangements and where required, take on the role of tutor for an assigned group of students.
- Where required, support and guide students in completion of UCAS applications and in other careers and progression activities.
- Support and contribute towards arrangements for preparing students for public exams.

This job description may be amended from time to time as business needs develop or change. Any changes will only take place following consultation with the post holder.

In addition to this job description, all teaching staff must carry out their professional duties as outlined in Appendix 4 of the Conditions of Service Handbook for Teaching Staff in a Sixth Form College.

General Responsibilities:

- **SAFEGUARDING** - All staff are expected to safeguard and promote the welfare of students. All staff are also required to complete safeguarding training and attend further training as needed.
- **EQUAL OPPORTUNITIES** –We are committed to the equal opportunities for all. Staff are expected to act in accordance equal opportunities policy and practice.
- Support the aims and ethos of the college and promote and work in accordance with College policy and practice
- Carry out any other duties commensurate with the general responsibilities of the post.
- To undertake and/or support the delivery of any training or development as required by the College.

PERSON SPECIFICATION

| | Essential/ Desirable | Assessed by: A= Application T= Assessment I= Interview |
|---|-------------------------|---|
| Qualifications | | |
| A degree or equivalent qualification in the subject area, or in a related discipline. | E | A |
| Teaching Qualification- i.e. PGCE, Diploma in Education and Training, or equivalent. | E | A |
| Experience | | |
| Experience of teaching on A level and/or Levels 2 & 3 vocational courses in the specified subject area. | E | A |
| Experience of raising and/or maintaining good standards of student attainment and progress. | E | A |
| A track record of excellent teaching and learning. | E | A |
| Experience of analysing and using student data to help improve outcomes. | E | A |
| Experience of assessing student progress and providing effective feedback. | E | A |
| Experience of T Levels. | D | A |
| Experience of providing pastoral support to students. | D | A |
| Skills & Abilities | | |
| Ability to use a range of teaching strategies to engage students and support learning. | E | T |
| Ability to foster and promote positive relationships with students and the wider team. | E | T |
| Ability to communicate effectively with others. | E | T |
| Good ICT skills and the ability to use modern technology effectively within the classroom. | E | T |
| Knowledge and Understanding | | |
| An understanding of the needs and motivations of young people. | E | A/I |
| A strong understanding around issues of safeguarding. | E | I |
| Understanding of post 16 education provision and progression routes. | E | A/I |
| Personal Attributes | | |
| Commitment to professional development and learning. | E | A/I |
| Commitment to achieving and maintaining high standards for teaching and learning. | E | T/I |
| Passion and enthusiasm for the subject area and ability to convey this to students. | E | T/I |

STAFF DEVELOPMENT

Ensuring that our staff have opportunities to develop both personally and professionally is very important to us. This is why we run a variety of developmental activities and ensure that each member of staff is able to discuss and plan their development objectives with their line manager regularly.

We offer numerous internal and external training opportunities. These can be related to your role or focus specifically on stretching your personal skills and knowledge, in alignment with college objectives.

As an organisation that values creative thinking, your personal growth is just as likely to be a result of implementing new ideas, as it is from attending a course or conference.

You will be supported regardless of the stage in your career, from tailored programmes of support for new trainees, to substantial leadership development for managers. We also support staff in gaining professional qualifications to align with their job roles.



STAFF BENEFITS

- Competitive base salary on the Sixth Form Teachers' Pay Scale
- Teachers' Pension Scheme – with a 28.68% employer contribution rate
- Ongoing professional development
- Enhanced Maternity / Paternity / Adoption leave schemes
- Free use of a range of sports and leisure facilities including on-site gym
- Discounted breakfast and lunch at our onsite cafeteria
- Discounted coffee at our onsite coffeeshop
- Blue Light discount scheme available for all staff via the Blue Light website
- Staff EAP – with dedicated telephone counselling
- Occupational Health Access
- Season ticket loans
- On-site free staff car park
- Cycle to Work scheme
- Staff wellbeing activities
- Discounted gym membership at Better Health Gym Group
- Free weekly exercise classes for all staff - including Yoga & Box Fit
- Eye care scheme
- Professional and fit for purpose working environments



CARE, SUPPORT AND WELLBEING

We ensure that not only do our students feel safe, confident, respected and valued, our staff do too. With an on-site HR department comprising of the Director of HR and 3 HR team members, their role is to ensure that staff are treated fairly and protected at work.

This year, work is being carried out to embed a new wellbeing policy and strategy, in line with whole college strategies. Members of the team are trained Mental Health First Aiders to ensure a mental health champion is on-site and available for all employees. The college also provides an Employee Assistance Programme, from which staff have access to counselling, financial advice, meditation, mindfulness tools, tips to manage stress, plus much more.

With an on-site gym and weekly exercise classes provided to staff at no extra charge, we strive to look after employee's mental and physical health. Working with an occupational health team, with support from Access to Work when required, our HR team can support our employees at work, make required reasonable adjustments when at work or when returning to work if they have been absent.

Monoux College has a range of HR policies to support a healthy work life balance, such as the flexible working and special leave policy, as well as a number of policies created to protect employees such as the Whistleblowing Policy and Bullying & Harassment Policy.

EQUALITY & DIVERSITY

At Monoux Sixth Form College, we are proud of the diversity of both our staff and students. We recognise that each individual has something unique and valuable to offer and strive to create a supportive environment where all staff and students can flourish and feel part of a community.

The College is committed to ensuring that no individual will be discriminated against. This includes, but is not limited to, the grounds of age, disability, race, gender, sexual orientation, marriage, pregnancy, religious belief or gender reassignment. All staff are expected to take responsibility in upholding this commitment.

GENDER PAY GAP REPORTING

The College has a firm commitment to ensuring that all staff are treated and rewarded fairly, irrespective of gender. We will report annually on our gender pay gaps, in line with specific information required under gender pay reporting legislation. Wherever possible, the College will take measures to eliminate or reduce any gender pay gaps.