

April 2026

Dear Applicant,

Thank you for your interest in the post of **Part Time Psychology Teacher (1-year fixed term contract – Maternity cover)**

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Teaching Staff Pay scale & Benefits Information
- Term dates 2026-27

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. Should you require further information, the College's Policies on Child Protection and Safeguarding, Safer Recruitment, Equality, Diversity and Inclusion and Data Protection together with the privacy notice can be found on our website.

Completing and returning your application

Please complete the online application form, ensuring that each section is completed before proceeding to the next. The information you provide will enable the selection panel to assess your strengths in relation to the key responsibilities outlined in the job description, as well as the criteria detailed in the person specification. All applications should be submitted via our online platform, *My New Term*. A link to the platform can be found on the Godalming College website www.godalming.ac.uk/Working_For_Us.

The closing date for receipt of applications is **Wednesday 6th May 2026**.

Short-listing and interview arrangements

We will update your application status on My New Term after the shortlisting process has been completed. All applications are considered carefully and objectively against pre-determined criteria. Please contact the HR department if you would like to enquire about the progress of your application. **We plan to hold interviews on Wednesday 13th May 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 1st September-31st August although the official start of the Autumn term varies. In 2025, the Autumn Term will begin on 26th 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 1st 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 Psychology

The College is eager to appoint a skilled and enthusiastic teacher to join our successful Psychology department, on a part time basis from the start of the academic year 2026/27 (maternity cover).

The Psychology Department

- A level Psychology is offered as part of our core provision to 16-19 students. The Psychology department currently offers A-Level Psychology and follows the AQA specification. The Department also delivers a Health and Social Care course although you would not necessarily be expected to teach on this course.
- Psychology is a very popular subject meaning the Department is one of the largest in the college, with approximately 500 students studying Psychology.
- The Department has a good track record of student achievement, high quality provision and innovative curriculum development.
- The A Level Psychology A*-B pass rate was 68% last year (ALPS grade 3) with 98% pass rate. 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 laptops.
- The Department has a strong team ethos, sharing resources and the teaching of groups.
- The department run weekly lunchtime workshops and many 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, although most lessons are doubles (90 mins)

TEACHER JOB DESCRIPTION

Job Title: Teacher of Psychology
Line Manager: Head of Department

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 PSYCHOLOGY

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

Qualifications

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

Experience and Skills

- Ability to teach Psychology at A Level
- 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
- Experience of teaching the AQA syllabus for A level Psychology

Term Dates 2026-27

Autumn Term	2026	Half Term	Bank/Public Holidays
Start Date	Monday 24 th August	Monday 19 th to Friday 30 th October	Monday 31 st August Thursday 25 th December Friday 26 th December
End Date	Friday 18 th December		

Spring Term	2027	Half Term	Bank/Public Holidays
Start Date	Monday 4 th January	Monday 15 th to Friday 19 th February	Thursday 1 st January Friday 26 th March Monday 29 th March
End Date	Thursday 25 th March		

Summer Term	2027	Half Term	Bank/Public Holidays
Start Date	Monday 12 th April	Monday 31 st May to Friday 4 th June	Monday 3 rd May Monday 31 st May
End Date	Wednesday 14 th July		

2026/27 - Godalming College

Autumn Term	Monday 24 th August	-	Friday 18 th December	74 days
Spring Term	Monday 4 th January	-	Thursday 25 th March	54 days
Summer Term	Monday 12 th April	-	Wednesday 14 th July	62 days
				190 days

2026/27 - Surrey Schools for comparator

Autumn Term	Tuesday 1 st September	-	Friday 18 th December	69 days
Spring Term	Monday 4 th January	-	Thursday 25 th March	54 days
Summer Term	Monday 12 th April	-	Wednesday 28 th July	72 days
				195 days

Godalming College Staff Benefits

At Godalming College, we believe that our greatest asset is our people. We are committed to ensuring that our staff feel valued, supported, and motivated. The leaflet within the below link is designed to provide you with an overview of the fantastic benefits available to Godalming College Staff. From health and wellness activities to professional development opportunities, there are a range of benefits to help staff thrive both personally and professionally. Whether staff are looking to enhance their skills, maintain a healthy work-life balance, or enjoy some well-deserved perks, we've got everyone covered. Take a moment to explore the various benefits offered to our staff within this guide.

https://www.godalming.ac.uk/Staff_Benefits_Guide_2025-026.pdf

Godalming College Godalming College Teacher Pay Spine – 1st September 2025

Plus Fringe Allowance on all points £1,341

a) SFCA National Spine (NSP)

NSP1	£33,465
NSP2	£34,752
NSP3	£36,718
NSP4	£38,975
NSP5	£41,174
NSP6	£43,915
NSP7	£45,699
NSP8	£48,734
NSP9	£51,714

b) Godalming College Single Leadership Spine

A	L1	£52,146
	L2	£53,030
	L3	£53,930
B	L4	£54,848
	L5	£55,780
	L6	£56,730
C	L7	£57,693
	L8	£58,674
	L9	£59,672
D	L10	£60,686
	L11	£61,719
	L12	£62,768
E	L13	£63,833
	L14	£64,919
	L15	£66,024
	L16	£67,146
	L17	£68,287
	L18	£69,446
	L19	£70,627
	L20	£71,828
	L21	£73,050

c) Godalming Responsibility Allowances

R1	£685
R2	£1,571
R3	£2,474
R4	£3,390
R5	£4,324
R6	£5,272