



Applicant Pack



Course Leader
English Literature

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TO BE
PART OF



www.pinnaclelearningtrust.org.uk



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Team

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



About Oldham Sixth Form College

Transforming the lives of young people through academic excellence and outstanding support

Situated in the heart of the town, Oldham 6th Form College is the bespoke provider of A Levels, T Levels and vocational courses for 16-18 year olds for the area. Opening in 1992, the college is proud of its heritage of transforming the lives of young people and celebrating their progress towards exciting and fulfilling futures. With over 2300 students across two year groups we offer 60 level 3 courses, from Ancient History to Travel and Tourism, and a similar number of enrichment activities for students to engage with. Uniquely, students study a 4 AS subject programme to capitalise on broadening horizons and creating opportunities. Each year over 85% of Year 13 students progress to university degrees and degree apprenticeships having excelled in their subjects.

We offer our students exceptional pastoral care, extensive enrichment activities and support from a team of Progress Tutors. In 2020, we were delighted to be recognised by Educate North's Community Engagement Award for our Essential Life Skills programme.

Described by Ofsted as 'outstanding' for leadership, students behavior and attitudes, and student personal development, the college's 'calm focused environment' and 'positive, mature attitude to learning' struck a chord with inspectors. They said our students 'enjoy sharing their knowledge and working with their peers' and recognised how confident students are, by being taught critical thinking skills, to ask questions and make evidence-based judgements.

We have been at the forefront of using technology within teaching and learning, supporting our own staff and other schools/colleges through an effective suite of CPD opportunities and training. In 2022, the college was awarded Google Reference College status, the first sixth form college in the North of England to be recognised with the prestigious status, and one of only three sixth form colleges in the UK. 'Google Reference status' is awarded for the outstanding use of technology to drive positive learning outcomes and recognises the College's use of G Suite for Education in innovative ways. In addition, all students are issued with a Chromebook at the start of the year which contributes significantly to preparing students for their next steps in education or employment.

We are very proud of the fact that OSFC is the only sixth form college nationally to be awarded Research School status. We are also the Delivery Lead for NPQs on behalf of East Manchester Teaching School Hub, a Science Learning Partnership Hub and a winner of a Curriculum Innovation Award for our work in delivering digital education.

We have a team of dedicated and supportive colleagues who share our high expectations and underpin our mission and values. We genuinely care about each other and the real difference we can make to students' futures. We were delighted to receive the Edurio Staff Choice Award in 2024, based on responses to our staff survey where 97% of our colleagues recommended the college as a good place to work.

An African proverb tells us it takes a village to raise a child by sharing the responsibility across a community. Similarly, our college philosophy recognises the part we all play, and the contributions we make, in realising the successes of our students within our community.

English Media & Modern Foreign Languages

The courses offered in our department are exciting and thought provoking. Our Offer of AS and A Level in English Language, English Language and Literature, English Literature, Media Studies, Film Studies, French, Italian, Spanish and German aim to inspire the inquiring mind.

The content of all the courses demand analysis and interpretation of texts in some form as we try to answer the big questions. Our students are creative and critical thinkers interested in the human condition with all its contradictions, stimulations, joys and woes. Our subjects are also, by their very nature, interdisciplinary, often drawing on the knowledge and experiences of subjects outside of our area.

The study of the subjects within the area are enriching in themselves allowing students to engage thoughtfully with big societal issues. We also offer a wide range of enrichment 'Xtras' programmes through our courses in beginners languages (Spanish, German, Italian, Mandarin) film club, the Good Read Book Club, Creative Writing, Script Writing with the National Theatre.

We work collaboratively with Screen Manchester and ITV Academy to give our students the unique opportunity to gain experience of the television and film industry in the North West. We are proud of our academic excellence and the high performance of our courses at AS and A Level.



Job Description & Person Specification

Subject Course Leader

Supplementary Role - The Course Leader role is a supplementary post alongside that of a Subject Tutor, therefore this Job Description and Person Specification should be used in conjunction with the Subject Tutor Job Description and Person Specification.

Purpose of the Role

To manage the delivery of the course(s) and be accountable for student outcomes and the quality of teaching, learning and assessment in the subject area, ensuring that all students are offered the opportunity to achieve their full academic potential.

Course Leader Responsibilities

- Work with the Curriculum Area Leader to identify and achieve annually negotiated targets and to support and monitor continuous quality improvement through the college's quality assurance system, including producing relevant Self-Assessment Reports and Capacity to Improve Plans.
- Provide positive and supportive team leadership and effective communication for all staff involved in the delivery of the courses, including holding and chairing meetings as necessary.
- Use appropriate data and management information, including student surveys and course reviews to review the quality and performance of the course and put appropriate improvement measures in place as necessary.
- Ensure the effective monitoring of student progress, attendance and achievement, maintain appropriate manual and computerised records and provide effective support for students identified as being 'at risk' in the subject.
- Ensure that the course is well planned and effectively delivered inline with college priorities.
- Ensure that all aspects of the course are fully aligned to the requirements of the relevant awarding organisation. This will include specification content and assessment objectives and, where relevant, standards verification and moderation. Ensure that the scheme of work and schedule of assessment are up to date and being implemented effectively and consistently across the course.
- Ensure that the course resources are up to date and meet the needs of students.
- Develop and guarantee the provision of Inclusive Learning for all students by the effective development and use of the College's learning resources and facilities.
- Working with the CAL, ensure staff teaching on the course have appropriate training and development.
- Contribute to and support the College's quality processes (eg Curriculum Area Review).
- Arrange for lessons to be covered when staff are absent and for the provision of relevant work to students.
- Manage delegated budgets and ensure the efficient deployment of physical and human resources in line with the College's Financial Regulations.
- Liaising with the Examinations Manager and Head of Student Services, ensure data is accurate and internal and external deadlines are met.

Relationship to other posts within the College

Supervision given to: Course Team (Teaching and Learning Support Staff)

Supervision received from: Curriculum Area Leader

Job Description & Person Specification

Subject Tutor

Salary Grade: SFCA Teaching Scale

Purpose of the Role

Under the guidance of the Curriculum Area Leader (CAL) to deliver outstanding teaching and learning in the context of the College mission to ensure the students make excellent progress and are successful in their studies.

Summary of Main Duties and Responsibilities:

- To undertake an appropriate programme of teaching in line with College's Teaching and Learning policy.
- To contribute to the planning activities of the Curriculum Area to ensure the needs of the students and the aims and objectives of the College are met.
- To contribute to the development of resources, schemes of work, marking policies and teaching strategies for the subject area.
- To ensure that lessons address the literacy, numeracy and specific learning needs of students.
- To undertake assessment of student work in line with the College's Assessment policy and monitor student progress against targets and report to parents and College management.
- To communicate effectively and professionally with students, staff and parents.
- To maintain accurate and up-to-date records relating to students in accordance with the Data Protection Act.
- To actively monitor student absences and behaviour and take appropriate action as required.
- To keep abreast of subject and syllabus developments nationally so as to inform curriculum planning in the area and ensure teaching and learning is relevant and up-to-date.
- To contribute to the overall work of the subject within the College, including trips and visits, enrichment programmes and extra-curricular activities as appropriate.
- To contribute to the College liaison and marketing activities, eg the development of effective subject links with partner schools and employers, attendance at Information Mornings and other partnership activities and the collection of materials for press releases.
- To liaise with higher education, industry, examination boards, awarding bodies and other external agencies where appropriate.
- To ensure the effective operation of quality assurance systems and implementation of quality procedures.
- To attend departmental meetings.

Requirements of all Staff:

- To promote and uphold the College's Mission Statement, values and strategic aims objectives.
- To comply with College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively with colleagues, students, parents and other partners, regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the College Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal.

	Essential	Desirable	Method of Assessment
Experience			
2 years' teaching experience	✓		Application/Interview
Proven success in teaching AS & A2 Level or Vocational courses in the subject area.	✓		Application/Interview
Successful experience of working on cross-curricular initiatives and extra-curricular activities.		✓	Application/Interview
Evidence of consistent good or outstanding observation grades.	✓		Application/Interview
Experience as an examiner/moderator.		✓	Application/Interview
Evidence of high levels of student satisfaction as appropriate.	✓		Application/Interview
Participation in in-house, local or national working groups.		✓	Application/Interview
Experience of implementing College Quality Assurance Policies.	✓		Application/Interview
Experience of using data and management information to analyse results and course/student performance.	✓		
Skills and Knowledge			
Ability to deliver and plan a creative and effective curriculum that is appropriate to the needs and interests of students, the local area and the national agenda.	✓		Application/Interview
Effective communication and well developed written and oral skills.	✓		Application/Interview
Excellent standards of literacy and numeracy.	✓		Application/Interview
Up-to-date knowledge and understanding of educational developments relevant to the curriculum area, including 14-19 and in HE.	✓		Application/Interview
Ability to develop creative and innovative resources.	✓		Application/Interview
Sound administrative and organisation skills and ability to prioritise own work, work under pressure and meet deadlines.	✓		Application/Interview
Ability to delegate and co-ordinate the work of others and manage their performance.	✓		Application/Interview
Education and Qualifications			
Qualified Teacher Status/Qualified Teacher Learning and Skills	✓		Application
Strong academic background in specialist subjects.	✓		Application
At least 2:1 honours degree.		✓	Application
Attitude and Personal Qualities			
Excellent interpersonal skills and ability to establish and maintain good working relationships with others.	✓		Application/Interview/References
Ability to work independently and as part of a team member.	✓		Application/Interview/References
Commitment to the College Mission culture and ethos.	✓		Application/Interview/References
Ability to motivate students.	✓		Application/Interview/References
Positive and Enthusiastic.	✓		Application/Interview/References
A positive attitude to IT and a willingness to learn to use digital resources effectively.	✓		Application/Interview/References
Commitment to the College's Teaching and Learning Strategy.	✓		Application/Interview/References
Active participation in continuous professional training and development.	✓		Application/Interview/References
Suitability to work with children.	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues.	✓		Application/Interview
Ability to respond flexibly and creatively to new challenges and opportunities.	✓		Application/Interview/References
Empathy with the 16-19 year age group and the provision of a quality service for young people.	✓		Application/Interview

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

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**To find out
more or to
apply:**

pinnaclelearningtrust.org.uk
hr@pinnaclelearningtrust.org.uk
0161 287 8001

