



# Applicant Pack



Salaried Trainee Teacher  
Computer Science

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[www.pinnaclelearningtrust.org.uk](http://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. Should you have any questions over the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

All completed applications must be returned by 12 noon on the closing date on the advert.

We cannot accept information held on CV's and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements, using 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 and how you were supported.

Teaching staff roles only are requested to provide results from the last three academic years within the application process.

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 Central Services

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



## Maths, ICT & Computer Science

In our curriculum area, we pride ourselves on doing an exceptional job. We place teaching and learning at the forefront of everything we do, and students benefit from a modern and innovative approach to course delivery. We continually strive to keep abreast of new research and teaching techniques, and we are relentless in ensuring our young people are well supported. The team works closely together and benefits from a clear culture where consistency and quality of experience is prioritised for all students - we work to inspire them and to develop in them a love for the subjects they study. This is enhanced through the extra curricular activities they can engage with such as the Senior Maths Challenge, and through the industry links we have nurtured with the likes of KPMG, IBM, AstraZeneca and Land Rover/Jaguar.

We promote and encourage our teachers to engage in further staff development in a variety of ways ranging from subject specific knowledge improvement in software and programming language updating, to leadership development and NPQ qualifications. We pride ourselves on being at the cutting edge because how else will we transform the lives of our young people? The Maths, Computer Science and IT area offers a range of A Level, Vocational and Level 2 subjects, including A Level Maths, Further Maths, Computer Science and Statistics, our vocational courses include Extended, Single and Level 2 IT, as well as the innovative T Level Digital qualification. These subjects provide students with the practical, theoretical, and real-world skills required to pursue high level university entry and careers in a variety of associated fields. We have a love of teaching and we have a proven track record of excellent outcomes. At the core of it all is the development of student resilience, independence and problem-solving skills. Students in our area learn to think critically, to analyse complex concepts, to understand the relationship between previous learning and current application, and to communicate their own reasoning and solutions with academic rigour.

### Our Special Ingredient

Our enthusiasm, teamwork, and dedication to motivating and stretching students are the golden threads that run through all of our departmental interactions. Working closely together with the spirit of true collaboration driven by a strong sense of moral duty and a life changing sense of purpose, we create an environment of support which enriches us and makes coming to work each day feel absolutely worthwhile.



# Job Description & Person Specification

## **Trainee 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 enrol onto the relevant PGCE programme with the University College Oldham
- To successfully complete assignments and fulfil the expectations of the PGCE, and to fully engage with the college's mentoring support and professional development programme
- To undertake an appropriate and proportionate programme of teaching in line with College's Teaching and Learning policy, which aligns with your development as a teacher as you progress through your PGCE
- 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 as appropriate to your status as a trainee teacher
- To ensure that planning of lessons addresses 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 the extent that this is consistent with your progress through your PGCE
- 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 your status as a trainee teacher.
- To contribute to the College liaison and marketing activities as appropriate to your status as a trainee teacher, 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 Vice Principal.

	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Enthusiastic and passionate about teaching	✓		Application/Interview
Ability to contribute to more than one subject in the curriculum area		✓	Application/Interview
Enthusiastic and energetic approach to developing new skills, taking on advice and learning from the experiences of others	✓		Application/Interview
Dedication to reflective practice in order to make swift progress	✓		Application/Interview
Eagerness to work on cross-curricular initiatives and extra-curricular activities.		✓	Application/Interview
Eagerness to participate in in-house, local or national working groups.		✓	Application/Interview
<b>Skills and Knowledge</b>			
The commitment to deliver 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
<b>Education and Qualifications</b>			
Strong academic background in specialist subjects.	✓		Application
At least 2:1 honours degree.		✓	Application
Willingness to undertake Teacher Training course	✓		Application/Interview
<b>Attitude and Personal Qualities</b>			
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 work with and 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
- Cycle to work schemes available
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- 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](https://pinnaclelearningtrust.org.uk)  
[hr@pinnaclelearningtrust.org.uk](mailto:hr@pinnaclelearningtrust.org.uk)

**0161 287 8001**

