

# THE LATYMER SCHOOL



## INFORMATION FOR CANDIDATES



## ECONOMICS & BUSINESS STUDIES TEACHER

# LETTER FROM THE HEAD TEACHER



Dear Candidate,

I am delighted to write, as the Head teacher of The Latymer School, to thank you for your interest in the post of Economics and Business Studies Teacher at our school.

The Latymer School is a high achieving, selective grammar school with a great tradition of success; we aim to provide a first class education for all our students. In 2016/17 our GCSE results were outstanding with 84% achieving an A\*/A placing us in the top performing schools nationally for progress. At A level 60% of grades were A\*/A and at AS 77% of grades were at grade A/B, again amazing results but we always feel we can do better. Our students go on to the top universities including a high number to Oxford or Cambridge and we are looking for someone who wants to work with and support bright and ambitious students.

We believe that an outstanding education develops students academically, socially and morally, giving them the skills to be successful in whatever they do once they have left us. We also feel it is important to develop students outside of the classroom and offer a wide range of extra-curricular activities and trips.

Our motto is 'who endeavours wins' and that sums up the ethos we wish to build within our school community; life is not always straight forward and we encourage our students to persist, to keep trying and then success will come.

We look forward to welcoming you to our community and look forward to receiving your application for the post. Further information can also be found on our website.

**Maureen Cobbett**  
**Head Teacher**



# INFORMATION ABOUT THE SCHOOL



We are a selective grammar school for boys and girls aged 11 to 18. We aim to provide a broad and stimulating educational experience with very high standards within the formal curriculum while believing that school life should be valued for itself and not only as a preparation for adulthood.

There is an outstanding musical tradition which leads to a wide range of music making, much of it of very high quality, mainly as an extra-curricular activity. Drama, sport and outdoor pursuits are also very strong. Our field centre in North Wales (Ysgol Latymer at Cwm Penmachno), owned by the Foundation, is used as a base for outdoor pursuits and field courses in Year 7 and Year 9 and all staff have the chance to accompany groups.

## THE FOUNDATION

The Latymer Foundation at Edmonton dates from 1624, when Edward Latymer bequeathed certain property to trustees on condition that they were to clothe and educate eight poor boys living in the Ancient Parish of Edmonton. Other gifts were made to the trustees and the various charities were merged into one in the early part of the eighteenth century. The School takes its name from the principal benefactor. It became co-educational in 1910 and in that year moved from Church Street to its present site in Haselbury Road. In the intervening years the School has grown in numbers and its premises have been frequently extended and modernised.

## THE CURRICULUM

Our aim is to enable each pupil to develop his or her talents and interests to the full while experiencing a broad and balanced curriculum throughout Years 7 - 11. The courses offered challenge pupils to develop insight and independence of thought through an active and problem solving approach which relates learning to the real world and values both sound learning and intellectual rigour. At GCSE students take 10 examination subjects.

In the Sixth Form pupils currently take 4 AS-levels in Year 12, some pupils will continue with 4 AS subjects to A-level but the majority will reduce to 3. The majority of Sixth Formers proceed to degree courses at Universities or to other forms of Higher Education in Music, Drama, Art and other areas. We have a tradition of students attending the top universities including Oxford and Cambridge.





# INFORMATION ABOUT THE SCHOOL



## PASTORAL CARE

Every teacher is a form tutor and stays with their form group for 5 years; tutors know their groups very well but they are also supported by a Year Head of Learning and an Assistant. We pride ourselves on the quality of care we give to our students. We recognise that being part of an academic grammar school can be challenging for students and we make sure we support those who may find the academic standard high but also we support those very bright and gifted children.

## THE SCHOOL LIBRARY AND LEARNING RESOURCES CENTRE

The School Library is a vital resource for teaching throughout the school. Some 17,000 volumes (which are constantly reviewed, 'weeded' and replenished) are housed in the handsome setting of the Ashworth & War Memorial Libraries. There is a wide selection of periodicals, academic journals and magazines available for all students to use. We are proud of the number of students from all year groups who use the library throughout the whole day and the library plays an important role in the life and development of the school.

Computer facilities include three computer rooms for lessons and individual use, providing an excellent resource to supplement the teaching of the curriculum and to encourage students to conduct their own research. All staff are provided with a laptop and the school has a wireless network throughout. All classrooms are equipped with interactive whiteboards.



# INFORMATION ABOUT THE SCHOOL



## THE HOUSE SYSTEM

The House system is embedded in the traditions of the school and is one of its strengths. It provides the structure for much of the extra-curricular activity in the school. House loyalty is fostered by the House identity of the 6 Forms in each year (Ashworth, Dolbe, Keats, Lamb, Latymer, Wyatt). Staff are allocated to Houses and are Form Tutors to pupils in their own House. Much of the House activity is run by Senior Pupils, elected by their House, under the supervision of Senior House Staff. Tutors, and Year Heads, progress with their form from Year 7 to Year 11. Sixth Formers are in smaller pastoral groups with experienced tutors that help to support and guide them through the UCAS process.

## YSGOL LATYMER OUTDOOR PURSUITS CENTRE

In 1966 The Foundation purchased a former primary school in the village of Cwm Penmachno, within the Snowdonia National Park. Since that time, the building has been developed into a comfortable and well equipped centre accommodating one standard form group (31) and accompanying staff. Each year every Year 7 and Year 9 pupil has the opportunity to spend a week at the centre, taking part in a variety of outdoor activities. These include hill walking, orienteering, mountain cycling, climbing, abseiling, horse riding, canoeing, kayaking, rafting and swimming. In addition, older students visit the centre for Outdoor Pursuits related to Duke of Edinburgh Award, GCSE AS and A Level PE and also to take part in the 'fourteen peaks' challenge. Both staff and pupils alike cite visits to the centre amongst their most enjoyable and memorable experiences of Latymer School life.





# ECONOMICS AND BUSINESS STUDIES DEPARTMENT

## STAFFING AND ACCOMMODATION



The Economics and Business Studies Department at Latymer is a thriving department that holds a key place in the life of the school.

There are four experienced specialist teachers who work closely together to offer stimulating and challenging courses to secure excellent examination results. Each member of the Economics and Business team is passionate about their subject and strives to enthuse, engage and challenge each student they teach. As a team we are committed to creating a department that rigorously monitors, evaluates and reviews its teaching so that good practice is shared, and schemes of learning are kept lively and interesting for the students. In addition, the department is well-supported by our excellent chartered librarian who collaborates to encourage students to read widely around the subject.



The accommodation comprises two classrooms and one store room. Both classrooms have a computer, data projector and interactive whiteboards. School computer rooms or lap tops can also be booked for lessons.

The department is managed by the Head of Economics and Business Studies and the Department meets formally twice per term; with subject specific or key stage meetings occurring at regular intervals.

# ECONOMICS AND BUSINESS STUDIES

## DEPARTMENT TEACHING



### KEY STAGE 4

As students enter Year 10 they are put into teaching groups, each with about 24 students. There are currently two Year 10 Business Studies groups and three Year 11 groups. The grouping is done by other GCSE subject choices, not ability. Each group is taught by one teacher for seven lessons per two-week cycle. These teachers and groups continue in Year 11.

The department follows the Edexcel Business Studies course. The results are excellent and 68% of the students achieved an A or A\* grade in their GCSE in 2017.

### AS AND A LEVELS

At AS and A Level Economics is a very popular subject. Each group is currently taught by two teachers. In Year 12, they are studying in four groups of about 12 students.

The specification followed is Edexcel Economics A. In Year 13 most students continue to A Level. The majority of A Level students proceed to degree courses and some go to Oxbridge and Cambridge or other well-established Universities to follow courses in Economics, PPE and other Economics-related courses.

Results are outstanding with 67% of students achieving A\*A in their Economics A Level and 100% A\* - C.

Sixth form students have also participated in essay writing competitions and we have a thriving Economics Society run entirely by Sixth Form students. We actively encourage our students to develop intellectual interests beyond the school Economics curriculum. The department also has its own Economics magazine 'The Voice', as well as a weekly Newsletter which are edited and designed by students.

In July we organise a two-days Economics conference at SOAS where academics and other researchers come to share their interest and to guide students in making more informed choices regarding their university application.

We find working with our students both rewarding and inspiring and seek to stretch and challenge them at every opportunity—a work ethic that is reflected in the excellent results achieved last year.



# JOB DESCRIPTION



This job description outlines the main responsibilities that are common to all teaching staff. Many have additional duties, such as those of Form teacher, Year Tutor or Head of Department. The duties of teachers may be changed from time to time. A subject teacher is responsible to their Head of Department (HoD).

- Be aware of and play an appropriate part in implementation of all school policies, including the school rules and any regulations relating to safety.
- To contribute to the teaching of the subject.
- To participate with HoD and other colleagues in the development of appropriate Specifications, materials and schemes of work.
- To prepare lessons and deliver the curriculum in a manner appropriate to the age and ability of the pupils concerned, following the agreed Specification or scheme of work.
- To keep up with developments in the subject area.
- To ensure good order prevails in the classroom so that learning can take place.
- To contribute to the department's system of assessment of pupils, including where applicable the setting, marking and moderation of coursework tasks, tests and examinations.
- To set and mark homework assignments in accordance with the published homework timetable and any agreed departmental procedure.
- To inform HoD of any difficulties in any teaching group, e.g. pupils for whom the Specification is not sufficiently demanding or too demanding.
- To contribute to the school's and department's extra curricular programme either within the department or wider school.
- To keep records of books and other resources issued.
- To participate in the school's system of reporting on pupil progress and behaviour at appropriate times.
- To participate in appropriate meetings with colleagues and parents, including house meetings.
- To carry out a share of supervisory duties and cover arrangements in accordance with published rosters.
- To set and keep high standards of punctuality and courtesy and of appropriate dress for self and pupils.
- To attend assemblies and other formal occasions as required.
- To participate in the Performance Management strategy according to agreed procedures.



# PERSON SPECIFICATION



We are seeking to appoint a graduate who is able to demonstrate the following qualities and experience:

Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	DfES recognised Qualified Teacher Status and Honours Degree	Evidence of continuing professional development. Awareness of current syllabus	Application form and references
<b>Commitment to Safeguarding Children</b>	Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people. Displays commitment to the protection and safeguarding of children and young people Values and respects the views and needs of children and young people		Application form, references and interview
<b>Experience</b>	Proven record as a teacher whose students reach high standards of learning and achievement. Able to enthuse, motivate and discipline students. Experience of teaching across the full age and ability range of an 11-18 school. Experience in the use of ICT in the classroom with the skill to impart that exper-	Experience as a Form Tutor.	Application form, references and interview
<b>Special Aptitudes</b>	Ability to teach to KS3, GCSE and A Level. Commitment to improving student learning and raising achievement. Enthusiasm to inspire in students a desire to learn and participate.	Interest in innovation in the classroom including interactive whiteboard skills. Experience and understanding of helping high and low achievers.	Application form, references and interview

# PERSON SPECIFICATION



Criteria	Essential	Desirable	Method of Assessment
<b>Interpersonal Skills</b>	<p>Good ICT, oral and written communication skills.</p> <p>Ability to work effectively as part of a team.</p> <p>Ability to work on own initiative.</p> <p>Ability to take responsibility for planning own workload and commitments.</p> <p>Ability to work under pressure and keep to deadlines.</p> <p>Ability to be sensitive to the needs of others.</p> <p>Ability to be supportive.</p> <p>Professionalism.</p> <p>Good record of attendance and punctuality.</p> <p>Willingness to reflect upon his/her experiences in a critical and constructive man-</p>		<p>Application form, references and interview</p>

# How To Apply For The Post



Please do visit our website, find out more about The Latymer School: [www.latymer.co.uk](http://www.latymer.co.uk)

If, after reading the information you are interested in joining us please complete the Teaching Staff Application Form, together with a letter of application outlining:

- Your experience to date
- How this has prepared you for the role

Completed forms and letters should be returned to:

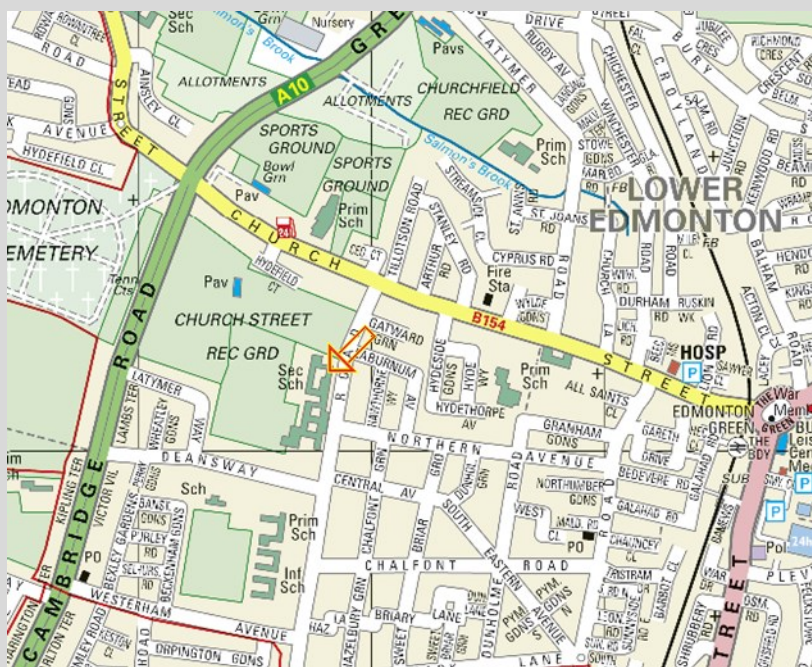
Mrs M Cobbett, Head teacher,

The Latymer School

Haselbury Road

London N9 9TN

Email: [recruitment@latymer.co.uk](mailto:recruitment@latymer.co.uk)



**Closing date: 10am on Thursday, 3rd May 2018**