



**Appointment of**

**TEACHER OF BUSINESS STUDIES**

**TEMPORARY PART-TIME 0.5 FTE**  
**(MATERNITY COVER)**

**For January 2018**

**Closing Date for Applications:**  
**No later than noon on Friday 22 September**

**THE POST: TEACHER OF BUSINESS STUDIES**  
**TEMPORARY PART-TIME 0.5 FTE (MATERNITY COVER)**

**THE BUSINESS STUDIES DEPARTMENT**

The Business Studies Department has its own purpose built block on the school site, which comprises three classrooms and an office. The department is extremely successful as evidenced in our excellent results. In 2017–18 the department performed in line with the national average for the subject. At A-Level we achieved 100% pass rate, with 70% of our students achieving A\*-C grade and 45% A\*-B.

At GCSE we achieved a 100% pass rate, with 96% of our students achieving an A\* to C grade, of which 58%% achieving A\*-B. The successful candidate will work to help us build on these results and ensure that we continue year on year to outperform similar schools and maintain the strong outcomes in the department.



Business is an optional subject for students at both KS4 and KS5. The department currently teaches 180 students across Year 10 and 11, and over 60 students at A-level.

Our popularity as a subject can be attributed partly down to the wide range of courses that we offer in the department as well as the enthusiasm and dedication of our teachers. We are looking for someone to join the department who shares our passion

for the subject and also who will be able to go that extra mile to support all the students who have opted to study the subject.

Currently we offer AQA GCSE Business, AQA A Level Business Studies and OCR National certificate in Enterprise and Marketing. Students have five, one hour periods over the two-week timetable.

As a department we work hard to support our students in which ever course they choose to study and we run many additional sessions both at lunchtime and after school, particularly in the run up to key examination and coursework deadlines. The successful candidate to the role must be able to offer and support the students in the department in a similar way and be available to meet with students who need extra guidance or help.



To support students' learning we arrange a number of trips so that they can actually see Business in action. These include Cadbury World, Land Rover Jaguar and Tutor2u conferences. We also offer an international trip on a regular basis. The last trip of this kind involved A-Level students who took part in a trip to San Francisco during the Easter Holidays. As part of this trip students visited the US Federal Bank, The Jelly Bean Factory, The Google Museum, Apple Headquarters as well as a visit to Alcatraz.

The department has access to a range of facilities that allow us to deliver a diverse and interesting curriculum for our students. We have access to ICT facilities including laptops and iPads. All our students also have access to the latest course textbooks and revision guides to support their learning. We also have a range of kinaesthetic resources that enable us to deliver the business in a creative and hands on way, including our very own share prices board, critical path resources, DVDs and craft resources.



As we move forward the department is hoping to expand and grow and appeal to even more students in their option choices. We are committed to offering a subject that is up to date and that offers the students real insight into life in a business. We are continually updating our resources and looking for new ones to engage students both in and out of the classroom. The successful candidate will work with us to implement this.

The successful candidate will be working in a Business department that already has three members of staff. The department DTL has been teaching Business and Enterprise at Fallibroome for 6 years, whilst the other part time member of the department has been teaching for over 10 years. The third member of the team teaches is shared between the Business studies team and the ICT department. The department is very supportive and we work closely, communicating with each other on a daily basis about performance and future developments in the department.



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**JOB SPECIFICATION**

SALARY: MPR/UPR

RESPONSIBLE TO: The Director of Teaching and Learning: Business Studies.

RESPONSIBILITIES: Your responsibilities are those laid down in the current Schoolteachers' Pay and Conditions document and include the following key elements:

**TEACHING**

1. To plan, prepare and teach courses and lessons in line with school and departmental policy.
2. To teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by them in school and elsewhere.
3. To assess, record and report on pupils' development, progress and attainment.

**OTHER ACTIVITIES**

4. To promote the general progress and well-being of pupils and provide guidance and advice
5. To make records of and reports on the personal and social needs of pupils
6. To communicate and consult with parents of pupils.
7. To communicate and co-operate with outside bodies
8. To participate in meetings arranged for any of the purposes described above

**ASSESSMENTS AND REPORTS**

9. To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils

**APPRAISAL**

10. To participate in the school's Performance Management Programme.

## REVIEW, INDUCTION, FURTHER TRAINING AND DEVELOPMENT

11. To review from time to time your methods of teaching and programmes of work
12. To participate in arrangements for further training and professional development, including training intended to meet needs identified in appraisal objectives or in appraisal statements.
13. In the case of a newly qualified teacher, to participate in arrangements for your induction period.
14. To engage constructively with professional development
15. To evaluate your performance and be prepared to adapt and improve your practice in the light of feedback and professional development.

## EDUCATIONAL METHODS

16. To advise and co-operate with the Headteacher and other colleagues on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

## DISCIPLINE, HEALTH AND SAFETY

17. To maintain good order and discipline and safeguard health and safety, both on the school premises and when engaged in authorised school activities elsewhere.

## STAFF MEETINGS

18. To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

## COVER

19. To provide cover for absent teachers, subject to the provisions of the Workforce Agreement, and so far as is practicable to teach any pupils whose teacher is not available to teach them.

## EXTERNAL EXAMINATIONS

20. To participate in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils' presentation for, and conducting, such examinations

## MANAGEMENT

21. To contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods

- 22. To assist the Headteacher in carrying out threshold assessments of other teachers for whom you have management responsibility
- 23. To co-ordinate or manage the work of other staff
- 24. To participate in development planning and take part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

#### ADMINISTRATION

- 25. To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of support staff
- 26. To attend assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed during or after school sessions
- 27. In addition, to undertake such other duties as may be reasonably required of you from time to time by the Headteacher, or Vice Principal, up to a level commensurate with the principal responsibilities of your job.

The School Teachers' Pay and Conditions Document from which these key responsibilities are taken is available for inspection at the school.

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**PERSON SPECIFICATION**

We require a well-qualified Business Studies teacher to join a well-established team in this highly acclaimed, oversubscribed school to cover for a colleague whilst on maternity leave. The successful candidate will be required to teach Business Studies to KS4 and KS5.

This post is suitable for newly qualified or more experienced teachers who have a strong academic background. The successful candidate will be required to demonstrate most or all of the following characteristics:

**Achievements**

1. A good honours degree or equivalent in Business Studies.
2. Qualified Teacher Status.

**Experience/Knowledge**

3. Effective teaching experience across the age and ability range.
4. A good technical understanding of the requirements for the teaching of Business Studies.
4. Experience of forging links within the wider community, such as primary schools or local industry.
5. An understanding of the National Curriculum requirements for the teaching of Business Studies.
6. An awareness of the way in which Business Studies influences the whole school curriculum.
7. Competence and confidence in the use of ICT as a tool for learning.
8. An awareness and knowledge of the issues surrounding the safeguarding of children.

**Personal Qualities**

10. An enthusiasm for teaching and an interest in learning strategies.
11. An interest in the development of young people and their needs.
12. Sound communication and organisational skills.
13. The ability to form good relationships with staff and students.
14. Drive, energy and 'teacher warmth'.

15. A commitment to the importance of the work of the form tutor.
16. A commitment to high standards in personal work.
17. A commitment to continued professional development.
18. The ability to work under pressure and to meet deadlines.
19. A record of good health and attendance.
20. Smart personal appearance.
21. A willingness to support and promote the ethos and standards of the school.
22. A sense of humour.

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours, and
- Attitudes to use of authority and maintaining discipline.

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**PROCEDURE FOR APPLICATION**

If you wish to be considered for this vacancy you should complete the enclosed application form. In addition, you are asked to submit a **concise** letter of application. This should be word-processed (12 pt) and should not exceed two pages in length that includes the following information:

- Describe how your experience and particular achievements make you a strong candidate for this position.
- Explain how you have made a positive and measurable difference in previous positions.

Please note that only applications on the school's application form will be considered. Candidates who submit a CV will also not be short-listed. Additional sheets may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned to Mr Power, Headteacher, to arrive **no later than noon on Friday 22 September**.

Interviews will take place on **Tuesday 3 October**. If you have not heard from us by mid-October, regretfully you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

Please note that we do not normally arrange informal visits for prospective candidates before short-listing has taken place, but if you wish to have an informal discussion about the post in advance of your application, or if you require any further details, please contact Francis Power, Headteacher.

**Tel: 01625 827898**

**E-mail: [jobs@fallibroome.org.uk](mailto:jobs@fallibroome.org.uk)**

*We welcome applications regardless of age, gender, ethnicity or religion. We are also committed to safeguarding and promoting the welfare of children and young people and appointments are made subject to enhanced DBS disclosure.*

*A Place for Excellence*