



Notre Dame
CATHOLIC SIXTH FORM COLLEGE

have faith in your future

TEACHER OF BUSINESS/ACCOUNTING

The appointment will be made on the Sixth Form Colleges' Employers' Association Salary spine for teaching staff – Point 1 £22,937 to point 9 £38,364 (pay award pending). To commence 29 August 2018.

BACKGROUND

Notre Dame is a Catholic Sixth Form College located near to the universities and within walking distance of the city centre with good transport connections to the rail/bus stations. It is a very successful college of approximately 1900 full time 16-18 year olds. The College is rated as 'Outstanding' by Ofsted and is oversubscribed. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage).

In 2017, the A level ALPs grade was 3 (i.e. the top 25% of all providers) and grade 2 at AS (the top 10% of all providers). Notre Dame's achievement rates makes it one of the best sixth form centres in the country. Student progression is excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, with an increasing number of students opting for apprenticeships.

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment which lives by its mission to build a community based on faith and trust. Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Although parts of the campus are 100 years old, there has been extensive new building work in recent years. A further five teaching blocks were opened during the last 12 years, including new science labs and the latest addition opened last year.

At present approximately 92% of students follow A Levels or Applied Level 3 courses. The remainder follow Level 2 courses.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama, voluntary work, overseas visits (Spain, France, USA, Prague, China). There is a first class programme of student support and a very active Chaplaincy group.

Recruitment and Selection Policy Statement

Notre Dame Catholic Sixth Form College is committed to safeguarding and promoting the welfare of young people and we expect all staff and students to share this commitment. A full copy of our Recruitment and Selection Policy is available on request.

This policy must be read in conjunction with our Equality and Diversity policies and forms part of our commitment to our statutory duties.

BUSINESS/ACCOUNTING AT NOTRE DAME

The Business/Accounting area is extremely high performing, achieving ALPS grade 3 in Business A Level, Accounting AS Level and Double Award Applied Business (in 2017).

Currently 26 students are studying the first year of Accounting A Level, 180 studying Business Studies A Level and over 200 studying CTEC Business Level 3. There is also a successful Level 2 BTEC Business course with 40 students.

There is a vacancy for a teacher of Accounting with Business Studies A Level. There could also be a requirement for a teacher of Level 2 Business with some Level 3.

There is a friendly and professional atmosphere within the department and a strong emphasis on encouraging an easy rapport between staff and students while maintaining a business-like approach to work.

The department is housed in pleasant, recently built and well-resourced accommodation.

MAIN DUTIES

Teaching and Learning:

- To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher.
- To undertake the assessment of students' work in accordance with the College's assessment policy.
- To have regard to the principles and values expressed in the College's Mission Statement.

Curriculum Provision and Development:

- To contribute to the development and delivery of curriculum subject(s) at different levels.
- To contribute to the development of resources, schemes of work, marking policies and teaching strategies in the department.
- To assist with the monitoring and follow up of student attendance.
- To implement College policies and procedures e.g. Equality, Health and Safety as detailed on the College intranet (Moodle2).
- To contribute to the planning activities of the department, reflecting the needs of the students and the aims and objectives of the College.
- To contribute to the effective use of ICT in the department, including the development of independent learning materials where appropriate and contribute to the College's VLE (Moodle2).
- To work as part of a team and to contribute to effective working relations.

Student Support Systems:

- To act as a Group Tutor and carry out the duties associated with this role. This includes delivering the College Pastoral Programme and conducting individual student reviews.
- To monitor, support, and report on the progress and development of individual students as required.

- To contribute to effective communication and consultation with parents of students when appropriate. This includes report writing and attendance at Parents' Evenings or other occasions designated by the College.

Quality Assurance and Professional Development:

- To actively participate in staff development activities.
- To participate in the College appraisal system.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To develop effective teaching and learning styles.
- To contribute to and participate in the College's procedures for lesson observation.
- To maintain accurate and up to date information concerning students and their progress.
- To contribute to the College liaison and information events e.g. attendance at the Open Morning and Parents' Evenings, and any annual Presentation Evening.

Other:

- To have regard to the principles and values expressed in the College's Mission Statement.
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College policy
- To have full regard for the College's Equality and Diversity and Health and Safety requirements
- To assist in liaison with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies where appropriate.
- To attend meetings in accordance with the College meetings' schedule.
- To contribute to the provision of a stimulating teaching environment whilst adhering to the Health and Safety policy of the College.
- To undertake any other duties that may be reasonably assigned by the Principal

Any breach of confidentiality in relation to sensitive information, College staff or students is considered a dismissible offence.

This job description may be subject to revision depending on the future needs of the post and the College. Any changes will be discussed with the post-holder prior to implementation.

PERSONAL AND PROFESSIONAL REQUIREMENTS

Method of Assessment

A = Application I = Interview T = Task C = Certificate/s R = Reference

Essential

Method of Assessment

• A degree in Business/Accounting or other relevant subject.	A, C
• Ability to teach Business/Accounting to Advanced Level	A, I, R, T
• Post Graduate Certificate of Education or equivalent (Secondary or F.E.)	A, C
• Ability to use ICT to enhance teaching and learning	A, I, R, T
• Ability to motivate students and to develop strategies to stretch the more able	A, I, R, T
• Ability to adopt a creative and imaginative approach to developing resources	A, I, R, T
• Ability to employ strategies for differentiation in teaching and learning	A, I, T
• Excellent interpersonal and communication skills	A, I, R, T
• The ability to contribute effectively to a team	A, I, R
• Excellent record of attendance	A, R
• Commitment to Safeguarding and promoting the welfare of young people	A, I, R, T
• Support for the Catholic ethos of the college	A, I

Desirable

• Good honours degree	A, C
• Experience of successful teaching of Business/Accounting to A-level standard	A, I, R
• The ability to offer more than one subject to examination level	A, C
• Experience of working in a successful department	A, I, R
• Knowledge of developments in the post-16 sector	A, I,

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

Completed applications should be returned via the TES Portal.

Closing date: Monday, 19th March 2018.

It is intended that interviews will take place on Tuesday 27th March, 2018.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.