



# Recruitment Pack

## Teacher of Economics & Business Studies

**Required from September 2018**

Employment Status	Full Time • Permanent
Employment Location	Framlingham College
Application Closing Date	Midday on Wednesday, 24 <sup>th</sup> January 2018
Interviews Week Commencing	Monday, 29 <sup>th</sup> January 2018

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



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# Welcome from the Headmaster

Dear Applicant,

Thank you for your interest in the position of Teacher of Economics and Business Studies at Framlingham College.

Framlingham College is a high quality independent boarding and day school set in stunning surroundings in the market town of Framlingham, Suffolk. The school is absolutely thriving and prides itself on producing well-rounded, decent, articulate and very well-educated young men and women.

We are seeking to appoint a well-qualified and enthusiastic teacher to join our very strong and successful Economics and Business Studies Department from September 2018 on a full-time basis. There is a strong focus upon providing high quality teaching and learning

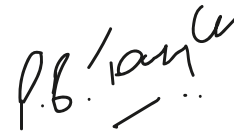
within the department, as reflected in strong A Level results, and the successful candidate will have the ability to successfully engage students taking both courses. This role could equally suit an experienced teacher or recent graduate (we offer a comprehensive teacher training programme).

A willingness to make a full contribution to life in this busy boarding school is essential. In return, we offer extensive ongoing CPD opportunities and a highly supportive working environment.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

**We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.**

With all good wishes,



Paul Taylor  
Headmaster, Framlingham College



## How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes (available on our website),

Applications will only be accepted from candidates completing an Application Form in full. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information. Applications should be received no later than **Midday on Wednesday, 24<sup>th</sup> January 2018**. The Interview stage will take place during the week of Monday, 29<sup>th</sup> January 2018 and you will receive confirmation of the exact interview date if you are shortlisted for interview.

Please send your completed application form to:

**The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY**

You can also email you application to: **hr@framcollege.co.uk**

All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

# Job Information

## Reports To:

Head of Economics and Business Studies

## Job Location:

Framlingham College

## Pension:

Teachers Pension Scheme

## Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into the Teachers pension scheme including free financial advice from an adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Childcare vouchers available through the BusyBees provider;
- Complimentary membership of Fram Leisure, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Fram Leisure.

# Job Description

## Duties and Responsibilities of Post Holder

### 1. Job Purpose

- Teaching Economics and Business Studies to the Sixth Form.
- Contribution to wider aspects of a vibrant boarding school community.

### 2. Main Duties of Subject Teacher

- Delivery of Economics and Business Studies A Level courses to Years 12 and 13.
- Planning and preparation of engaging and relevant lessons.
- All staff are expected to make a meaningful contribution to the co-curricular life of the College.
- Support the stated aims of the College as given in the College Development Plan.
- Operate within the context of full boarding school
- To carry out a share of school duties and extra-curricular activities, including games where appropriate.

### 3. Teaching & Learning

- To manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
- To ensure continuity, progression and cohesiveness in all teaching.
- To use a variety of methods and approaches which differentiate and stimulate to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
- To set Prep regularly, (in accordance with the College's Prep Policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.
- To work with Special Needs and support staff
- To work effectively as a member of the Department team to improve the quality of teaching and learning.
- To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe,

secure and promotes their self-esteem.

- To support individual pupils and groups of pupils through attendance of such events as recitals, concerts, plays and major extra-curricular events.
- To attend special school events as reasonably directed by the Head, including whole school and House assemblies.

#### **4. Monitoring, Assessment, Recording, Reporting, and Accountability**

- To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
- To assess pupils' work frequently in line with departmental and school policy and use the results to inform future planning, teaching and curricular development.
- To be familiar with school assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
- To monitor unexplained absences or patterns of absence which should be reported immediately to tutorial staff.

#### **5. Subject Knowledge and Understanding**

- To keep up to date with research and developments in pedagogy and the subject area.

#### **6. Professional Standards & Development**

- To be a role model to pupils through personal presentation, dress and professional conduct.
- To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
- To cover for absent colleagues as required and to assist with examination invigilation as requested.
- To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
- To be familiar with the School and Department handbooks and support all of the School's policies.
- To establish effective working relationships with professional colleagues and associate

staff.

- To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.
- To liaise effectively with parents and with other agencies with responsibility for pupils' education and welfare.
- To undertake any reasonable task as directed by the Head of Department and Senior Management.
- It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.
- To be familiar with and implement the relevant requirements of the current SEND Code of Practice.
- To consider the needs of all pupils within lessons (and to implement specialist advice) especially to those who:
  - have SENs;
  - are gifted and talented;
  - are not yet fluent in English.

N.B: Every subject teacher will be expected to undertake tutorial responsibilities.

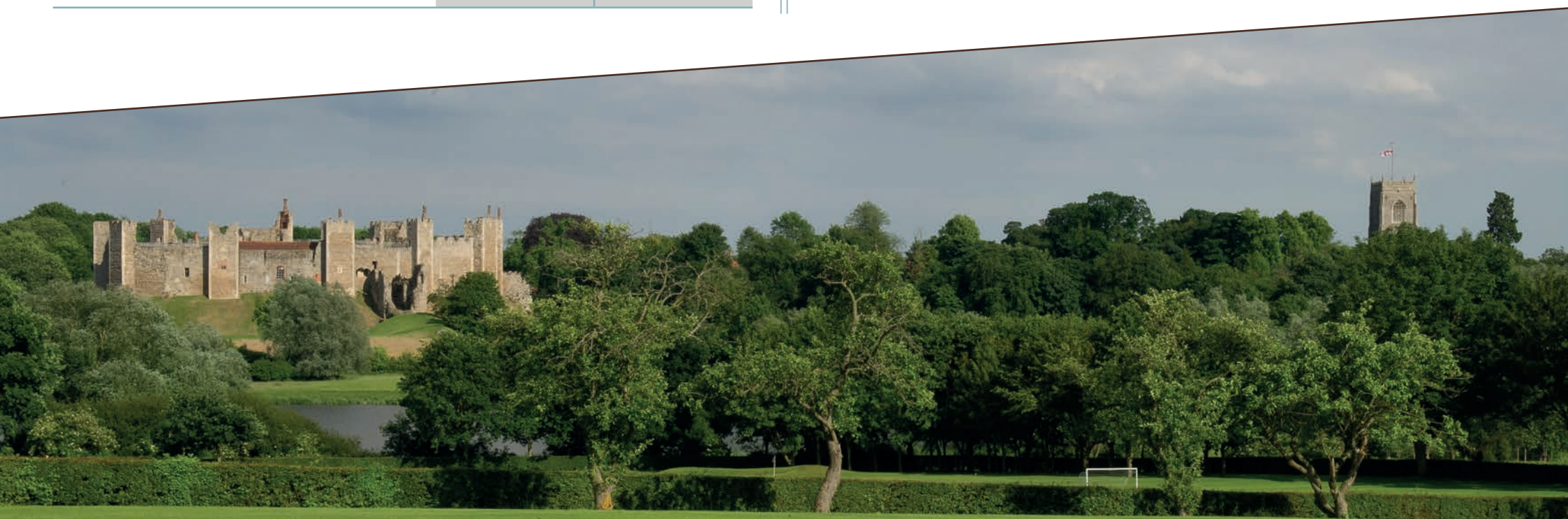
*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.*



# Person Specification

Professional Attributes	Essential	Desirable
Qualifications relevant to the post.	✓	
Ability to teach Economics and Business Studies to A Level.	✓	
Possessing excellent and effective classroom management skills.	✓	
A high level of IT Literacy.	✓	
Awareness of safeguarding issues, including legislation and good practice.	✓	
Relevant and recent INSET.		✓
Knowledge of current curriculum developments.		✓

Personal Attributes	Essential	Desirable
A passion for teaching.	✓	
Effective organisational and management skills.	✓	
Ability to prioritise, plan, monitor and evaluate.	✓	
Genuine respect for teachers and learners alike.	✓	
Enthusiasm for being involved in the life of a busy boarding school.	✓	



Framlingham Castle and St Michael's Church as seen from the driveway leading to Framlingham College



# Further Information

## The Economics and Business Studies Department

### Staffing and Accommodation

By September 2018, the department will comprise of three full time members of staff including the Head of Department: they are expected to teach a combination of A Level Economics and Business Studies. The department is located in the new Sixth Form Centre and consists of three specialist rooms which are well-appointed with computers and interactive whiteboards. There is a departmental office also located in the Sixth Form Centre. Wireless access for student laptops is available throughout the school. The department as a whole is well-resourced and is a vital part of our Sixth Form offering with a large uptake from our students.

### Students

Both Economics and Business Studies are popular Sixth Form subjects. The current numbers of students are as follows:

	Year 12	Year 13
<b>Economics</b>	13 (two groups)	22 (two groups)
<b>Business Studies</b>	36 (three groups)	19 (two groups)

We currently follow the AQA specifications for both subjects with the exam results at A Level being consistently pleasing.

It is school policy that we do not enter students for stand-alone AS level examinations. Each year, we have a large number of students who chose to read either Business or Economics at university.

### Other Activities

The department runs a number of activities. In Economics we run a competition called the Kaletsky Cup and we have entered a team into the Bank of England Target2 competition for a number of years now. In Business Studies there is an annual competition which is based on the television series 'Dragons Den', and we have recently reintroduced Young Enterprise. Recent trips include Jaguar Land Rover in Birmingham and a Money and Markets day at the British Museum. Last year we also ran a Share/Trading day involving the entire Year 9 cohort who were off-timetable for the day.



# About **Framlingham College**

Framlingham College is a high quality independent boarding and day school set in stunning surroundings in the market town of Framlingham, Suffolk. The school is absolutely thriving and prides itself on producing well-rounded, decent, articulate and very well-educated young men and women.

The College embraces students with a wide range of abilities and interests, believing that breadth and diversity builds a richer environment and every pupil has a role to play in the community.

The picture-perfect grounds with the stunning backdrop of Framlingham Castle gives them space to breathe and provides them with safe surroundings to blossom into rounded, decent, articulate and very well-educated young men and women.

We invest time in our children. We know what makes them tick. We provide support and tailored education to ignite passion, triggering curiosity to get the very best out of each and every child.

To stretch those gifted and talented students we offer mentoring programmes with clear pathways to excellence.

Pupils leave the College, pursuing their chosen passion, both well-qualified and well-prepared, ready to take the world by storm!

## Our **Location**

The Framlingham College campus sits at the heart of the beautiful, vibrant yet historic market town of Framlingham, in Suffolk.

The town, which pre-dates its mention in the Domesday Book of 1086, is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while our own campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast – embracing Aldeburgh and Southwold, amongst many other seaside locations – Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk, the capital city of East Anglia.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

Framlingham College Prep School – also home to the Nursery – is in the nearby village of Brandeston, approximately three miles from Framlingham.